

RULES
AND
REGULATIONS
OF
CALGARY
POLICE FORCE

No. 66

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Const - Wm Eager
City Police

RULES AND REGULATIONS
FOR THE
CALGARY POLICE FORCE

AS

RE-ORGANIZED IN 1912

BY

ALFRED CUDDY

CHIEF CONSTABLE



Calgary :

S. BURNAND, PRINTER, 814 FIRST STREET EAST

1912

CALGARY POLICE FORCE

AS RE-ORGANIZED IN 1912

Commissioners :

HIS WORSHIP JOHN W. MITCHELL,
Mayor of Calgary, Chairman

S. J. CLARK

A. G. GRAVES

Chief Constable :

ALFRED CUDDY

Secretary :

D. ALEX. YEATS

P R E F A C E

The Police, in their conduct and deportment, must be quiet, civil and orderly; in the performance of their duty they must be attentive and zealous, control their tempers and exercise the utmost patience and discretion. They must at all times refrain from harsh, violent, coarse and profane language; when asked a question, they shall answer not in a short and careless manner, but with all possible attention and courtesy, at the same time avoiding as much as possible entering into unnecessary conversation. They shall, in a respectful manner, give their names and numbers to all persons who inquire.

They must be particularly careful not to interfere idly or unnecessarily. When required to act they will do so with energy and decision; and in the proper exercise of their authority they will receive the fullest support.

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CALGARY POLICE FORCE

INTRODUCTION

NUMBER OF THE POLICE FORCE.

488. The Police Force shall consist of a Chief Constable, and as many Constables and other Officers and Assistants as the Commissioners from time to time deem necessary.

APPOINTMENT OF POLICEMEN.

489. The members of the Police Force shall be appointed by the Chief Constable, and shall take and subscribe to the following oath:—

I, A.B., do swear that I will well and truly serve our Sovereign Lord the King in the Office of Police Constable, for the Province of Alberta, without favor or affection, malice or ill-will; and that I will, to the best of my power, cause the peace to be kept and preserved, and will prevent all offences against the persons and properties of His Majesty's subjects; and that while I continue to hold the said Office I will, to the best of my skill and knowledge, discharge all the duties thereof faithfully according to law.

INTRODUCTION

POLICE REGULATIONS.

4. The Chief Constable shall, from time to time, as he may deem expedient, make regulations:—

- 1st. For the government of the Force.
- 2nd. For preventing neglects and abuse—and
- 3rd. For rendering the Force efficient in the discharge of all its duties.

POLICE SUBJECT TO THE COMMISSIONERS

The Constables shall obey all the lawful directions, and be subject to the government of the Commissioners, and shall be charged with:—

- 1st. The special duties of preserving the peace.
- 2nd. Preventing robberies and other felonies and misdemeanors.
- 3rd. Apprehending offenders—and
- 4th. Generally with all the powers and privileges, and be liable to all the duties and responsibilities which belong, by law, to Constables duly appointed.

REMUNERATION AND CONTINGENT EXPENSES.

6. The Council shall appropriate and pay such remuneration for and to the respective members of the Force, as may be required by the Commissioners; and shall provide and pay for all such offices, arms, accoutrements, clothing, and other necessities, as the Board may from time to time deem requisite, and require for the payment, accommodation and use of the Force.

PREAMBLE

I. The City, for Police purposes, is apportioned into several Divisions, and in each Division there is a Station, to which is appointed an Inspector, or sub-Inspector, and Sergeants and Constables proportionate to its size.

II. A Division is divided into Beats, which are patrolled by the Constables, who are held responsible for the protection of life and property during the time they are on duty.

III. Beats and Divisions are clearly defined, so there is no difficulty in ascertaining the number and name of any Constable who was on duty in any street at any particular time, by referring to the "Duty Book" of the Division in which such street is situated, or the Officer's report of that date.

IV. Police Rules and Regulations are not issued to meet every case which may arise, every offence committed, or to carry out the various sections of the Acts of Parliament or City By-Laws; but the superior Officers of the Force are expected to study and make themselves conversant with the provisions they are bound to enforce, and also to instruct the subordinates under their command. Something must necessarily be left to the intelligence and discretion of individuals and according to the degree in which they show themselves possessed of those qualities, and to their zeal, activity and judgment on all occasions, will be their claims to future promotion and reward

PREAMBLE

V. Such Rules and Regulations as are of a permanent nature, embodied from orders that have heretofore been issued from time to time, are issued for the government and guidance of the Force in the discharge of its duty to the City and the public. Each member will be provided with a copy which he is to carefully preserve and make himself familiar, as ignorance of orders cannot be accepted as an excuse for the nonfulfilment of a Constable's duty.

VI. The Commissioners reserve the right to amend, cancel or make additions to these regulations when it may appear desirable for them to do so.

VII. Members of the Force are to be able to recognize the Commissioners and are to salute them in a proper manner.

PART I

RULES AND REGULATIONS

CHIEF CONSTABLE.

1. The Chief Constable will, as Chief Executive Officer of the Department, have the general government of the whole Force, subject to the orders of the Commissioners.

General
control

2. He will be held responsible to the Commissioners for the general conduct, good order and discipline of the Inspectors, Sergeants and men, and for the regularity and efficiency of the Police throughout the city.

Responsi-
bility

3. He shall be subordinate to the Commissioners, and shall obey and enforce a strict observance of the rules and regulations, both as regards the Force as well as the public, so far as they are respectively applicable.

Subordinate
to the Com's

Obey and
enforce
rules and
regulations

4. He should make himself well acquainted with the character and ability of the Officers and Men under his command; and in enforcing discipline he will, at all times, be most strict, firm and just, and at the same time kind and conciliatory.

Acquaint
himself with
character-
istics of the
Force

Require
obedience
to orders

5. He must be particular that the standing orders and regulations, and all others, either emanating from himself or the Commissioners, and given out from time to time are promptly and strictly obeyed. Much must be done by himself; and as he will be held responsible for the general performance of the duties within the City, he must give clear and precise instructions to the Officers under him, and promptly take the required action against any Officer or Constable guilty of any disobedience or neglect.

Enforce
laws

6. The Chief Constable is to see that the laws of the Province and of the City are duly enforced within his jurisdiction.

Visit
stations

7. It is not practicable to define the precise duties of the Chief Constable, or to distinguish the number of hours to be passed in the internal business of his office, and the time employed in visiting his Divisions and Stations; but it is incumbent on him to visit his Stations and Divisions frequently, and occasionally at night.

Report on
stations

8. He shall inspect from time to time the condition of each Station, and report to the Commissioners fully regarding the same should occasion require.

Issue orders

9. He is empowered to promulgate and issue such orders as he may deem expedient for the good government and discipline of the Force; and it is the duty of the Police Force to render him and his orders implicit obedience.

Attend fires
and riots

10. It will be the Chief Constable's duty to repair in person to all serious fires, riots and tumultuous assemblages, and take command of the Police present.

11. He shall keep a record of all offences registered against the Officers and men under him, with the punishment awarded; such record to be termed the Police Defaulters' Book. Keep record of offences

12. Also, a Nominal and Descriptive Roll of the Officers and men of the Force, with the dates of their enrolment. Roll book

13. He will prepare the estimates at the commencement of every year for the expenditure of the Police Department for the examination and approval of the Commissioners. Prepare estimates

14. It is his duty to be thoroughly cognizant of all expenses incurred and moneys laid out in connection with the Department, and no order or account is to be paid, however trivial, without his certifying to the same as correct. Be cognizant of expenses

15. He will personally examine all applicants for appointment to the Police Department, and recommend those that are qualified for the approval of the Commissioners. Examine applicants

16. He will see that the Force is properly drilled, and that their discipline and efficiency as a body (in case they should be required to act as such) could be depended upon in time of riot and peril. Drill the Force

SECRETARY.

The Secretary shall perform such duties as may be assigned to him from time to time by the Chief Constable, to whom alone he shall be responsible.

DEPUTY CHIEF CONSTABLE.

- Subordinate to the Chief 1. The Deputy shall be subordinate to the Chief, and shall obey all his orders, and cause the same to be observed by the members of the Force under him.
- Responsible in his absence 2. He shall, in the absence of the Chief, be responsible to the Commissioners for the good government of the Force.
- Powers in Chief's absence 3. He shall, in the absence of the Chief, have the full power and direction of the Force, and shall exercise the same authority in all respects as that which is vested in the Chief.
- Report neglect of duty 4. His Office shall be at Head Quarters, and he shall report to the Chief all violations of duty and every act of disobedience to his orders.
- Visit stations, attend court, etc. 5. He shall devote such hours to duty in visiting Stations, in attending Court or otherwise, as the Chief may from time to time arrange, subject to the approval of the Commissioners.
- Frequency of visits 6. He shall visit each Station as a rule once every day or night, and see that it is kept clean and in good order, and take cognizance of any irregularity he may notice.

INSPECTORS AND SUB-INSPECTORS.

1. The following shall be the general duties of the Inspectors, and Sub-Inspectors in charge of Divisions.

2. They shall have charge of the Division Station-House, and of all Police property, and of the Sergeants and men detailed for service in their respective Divisions. Charge of Divisions, Stations, &c.

3. They shall be accountable for the good conduct and efficiency of their Division Force, and they may establish such minor regulations, not inconsistent with the rules of the Department, as they may find necessary which the Sergeants and men shall obey. Accountable for good conduct of the men

4. They shall be responsible for the preservation of the peace in their respective districts. Responsible for preservation of peace

5. They shall inspect or cause to be inspected from time to time all licensed places in the city, Inspect licensed houses

6. They shall keep a record of all such places, and report thereon when necessary to the Chief Constable. Keep record thereof

7. They shall also keep a record of, and report to the Chief Constable, all gaming or gambling houses, houses of ill-fame, the names of the parties keeping the same, and of all persons frequenting them; also of all receivers of stolen goods, and of all suspicious characters, and all information of their proceedings and movements. Also houses of ill fame

8. They shall report in writing to the Chief Constable every case of dereliction of duty, with the name of the offender and nature of the charge. Report dereliction of duty

- Also meritorious service 9. They shall report to the Chief Constable an account of any meritorious services of the men under them.
- Report absence 10. They shall report any absence from duty, also the length and cause thereof.
- Examine into same 11. They shall examine into the cause of any absence of duty by visiting the man absent, or otherwise.
- Make requisition for supplies, repairs, &c 12. They shall report to the Chief Constable all supplies, repairs, or other necessities required for their respective Stations, and also any article required for the men under their charge, and they shall record the same, and also the supplies, repairs, necessities, and articles they shall so receive or have done for them, in a book.
- Keep inventory of furniture 13. They shall make and maintain at all times an accurate inventory of all furniture and other Police property in their Stations, and they shall report the conditions or deficiencies when necessary.
- Visit men on beats 14. They shall frequently visit every man on beat under their command.
- Keep record of so doing 15. They shall enter in a book the time when they visit the beats, and if any be absent therefrom they shall report such absence to the Chief Constable.
- Keep duty roster 16. They shall keep a duty roster which will be uniform in each division.
- Attend fires 17. They shall attend all serious fires that may occur in their Divisions.

18. They shall preserve a record of the work they perform by keeping a book to be known as the Inspector's Diary. Keep a Diary

19. They shall make an inspection of the clothing and equipment in possession of every man in their divisions once in each quarter, viz., on the first Monday of January, April, July, and October. Inspect clothing quarterly

20. They shall, in cases of riot or disturbance, proceed promptly to the scene with the whole Reserve Force, or such part thereof as may be necessary or available, and be vigilant in suppressing the same and apprehending the parties making the same. Attend riots and suppress same

21. They shall be responsible for the prompt service, execution and delivery of all letters, subpoenas, summonses, warrants, and other process and documents sent to them for service, execution or delivery. Responsible for service and execution of subpoenas, warrants, etc.

22. They shall, at any Election in their district (subject to the order of the Chief Constable in that respect) appoint a sufficient number of the Force to preserve the peace and order at the polls. Preserve order at polls

23. They shall see that each Member is provided with a copy of the Rules and Regulations for the government of the Force, and that the men make themselves acquainted with the duties in respect thereof. See that their men know the book of rules

24. They shall specially enforce the provisions of the law respecting hotels, and other licensed places, and report all violations against the terms of the license. Regulate licensed places

Attend
Police Court 25. They shall attend the sittings of the Police Court, have charge of cases from their respective Divisions.

Report to
Chief Con-
stable 26. They shall report daily (Sundays and Statutory holidays excepted), or oftener if necessary.

Attend
when a
charge is in-
vestigated 27. They shall attend before the Chief Constable when a charge is brought against any member of the Force belonging to their Division, and see that the necessary witnesses are in attendance.

Visit divi-
sion in and
out of uni-
form 28. The Inspectors are ordered to visit various parts of their Divisions in uniform and in plain clothes, especially those parts of their Division that are not touched upon by the Night Duties, in order that they may not only have the condition of their Divisions under thorough supervision, but that residents may be afforded an opportunity of seeing the Chief Officer of their Division during his inspection, and of making any complaints to him if they should deem it necessary to do so. Badges will be worn by Inspectors when in plain clothes.

Wear
badges

SERGEANTS.

Under or-
ders of
Inspector 1. The Sergeant shall be under the immediate orders of the Inspectors in charge of the Division to which they belong.

Exercise
authority in
absence of
Inspector 2. They shall, in the absence of the Inspector, have and exercise in their respective Divisions all the powers, rights, and authority of the Inspector, and perform also all his duties and services.

Responsible
for the Con-
stables 3. When on Division duty, the Sergeants shall be held responsible for the general conduct and good order of the Constables under his charge.

4. They shall inspect at the Station the men detailed for patrol before marching them off for duty, and they shall see that each man is properly and cleanly dressed, is perfectly sober and is provided with his billy and other necessities of office, and he fully understands his duties and any special orders he may have to carry out, and that he is able in bodily health and otherwise capacitated for service; any absentees are to be reported and the cause ascertained.

Inspect
Patrols

5. They are to "tell off" the Constables to their several beats, and to read the orders and occurrences aloud to the Constables.

Tell off beat
read orders

6. They are to march the men to their beats, and see that each patrols his beat properly.

Visit men on
beat

7. They are frequently to patrol their Divisions and enforce the performance of duty by the Constables.

Patrol Di-
vision

8. If at any time they find a Constable absent from his duty on the beat, they are immediately to ascertain the cause of the Constable's absence, and report it.

Report
absent Con-
stables

9. They shall receive into custody and shall safely keep every person apprehended for any criminal offence who may be delivered to them at the Station.

Custody of
persons

10. They shall every morning cause the prisoners taken to or detained at their Stations during the preceding twenty-four hours, and all property which may come into their possession during that time, to be conveyed to Police Headquarters, accompanied by such of the men as are necessary, either for a safeguard or as witness.

Send prison-
ers and the
property to
Police Head-
quarters

Report to Chief Constable daily 11. They shall make a full report in writing to the Chief Constable every morning by ten o'clock of all matters and things pertaining to their Stations which have taken place within the preceding twenty-four hours, and shall also report oftener during the day if necessary.

Attend fires 12. They shall, on any alarm of fire, forthwith proceed to the spot with all the Reserve Force, or such part thereof as may be necessary, and be diligent in preserving order and protecting property.

Give attention to public houses. 13. They are to pay particular attention to all public houses, etc., in their Division, and be prepared to state when required whether they are kept according to good order; they are to notice and report any which are open during hours contrary to law, or in which any disorder is committed.

Observation of Streets 14. If they observe in the streets, etc., anything likely to produce danger or public inconvenience, or anything irregular or offensive, they are to report it to their superior Officer, taking such immediate steps at the time as may be necessary.

Electric and gas lamps 15. They are to notice and receive reports from the men as to the state of the electric and gas lamps, whether any are dirty or extinguished, and report the same.

Illness 16. In case a Sergeant is absent from illness or other cause, his place is to be supplied by an acting Sergeant, who is to be named by the Chief Constable for that purpose.

Render assistance and carry out rules 17. They are to give all assistance in their power to persons applying to them, and are expected to have a thorough general knowledge of the Police

Regulations and Orders, and to aid in carrying them out effectively.

18. If any felony or disturbance occur, they are to send for such assistance as may be necessary.

Send for help if wanted

19. They are not to enter any public house or any place of entertainment, except in the actual execution of their duty.

Not to enter public house

20. They are to notice automobiles, cabs and other vehicles at night which appear under circumstances calculated to excite suspicion.

Take notice of autos

21. They are to report every case of misconduct on the part of Constables to the Officer in charge of the Division at the earliest opportunity.

Report misconduct

22. They are not to take any undue advantage of Constables by hiding themselves, or endeavouring to entrap them to the commission of an offence.

Not to entrap Constables

23. They are not to make themselves too familiar with Constables, but when instructing them in the duties they have to perform, to so conduct themselves as to secure the respect of those over whom they are placed in command.

Avoid familiarity

24. The Sergeants are not to traffic or have money transactions of any kind with Constables.

Money dealings prohibited

25. Sergeants are to qualify themselves for drill, so as to be able to give instruction in Company, Squad, and Pistol Drill, and to take the positions of Marker, Guide or Commander.

Qualify in drill

26. They shall prepare bail bonds for persons arrested for bailable offences up to 10 o'clock p.m. or later if circumstances require it, and at any time

Prepare bail bonds

on the order of the Police Magistrate; also for persons charged with offences bailable under an order from the Crown Attorney.

Ready for
duty at all
time

27. When on duty they will not undress nor unmake their beds until after 12 midnight, but will always be in a position to turn out at a moment's notice in case of fire or any other emergency. They will not be allowed more than one and a half hours to any one meal.

Make entry
in book

28. With the view of having the books more cleanly and better kept, all entries will be made by the Sergeant on duty. The occurrence and waifs book excepted.

Dismiss
duties

29. All Day Duties, on being relieved by the Night Duties, will be fallen in, the roll called, and dismissed together by the Sergeant on duty.

PATROL SERGEANTS.

Act under
orders from
superiors

1. The Patrol Sergeants shall act generally under the immediate orders of the Inspector or Sergeant on duty, and shall take charge and supervision of the Constables in their respective reliefs.

Parade re-
lief, march
them off and
visit them

2. They will report at their Station before the hour of relief and parade the men under them for the inspection of the Officer on duty. They will then march off the relief to their several beats and visit them irregularly during their tour of duty.

Report
miscellaneous

3. They will report all cases of misconduct, absence or irregularity on the part of the men on beat.

4. They will traverse those streets, as far as practicable, that are not patrolled by a Constable. Traverse unpatrolled streets
5. They will pay close attention to public houses and see that they conform to the law, and note any autos, cabs or vehicles acting under suspicious circumstances. Watch public houses and cabs
6. They will attend the fires that may occur in the division during their tour of duty, also any disturbance that may require their presence. Attend fires
7. They will report occasionally from the patrol boxes, and in the event of anything important occurring they will notify the Officer on duty through the same means. Report from patrol boxes
8. They will be guided in their relations to the men when on duty by the instructions laid down for the Sergeants and will endeavor by all means in their power to support their senior Officers in maintaining discipline in the Force, as well as the peace and good order that should prevail in all divisions of the city. Relation to the men and maintenance of discipline, peace and good order

CONSTABLES.

Constables are divided into three classes, and the following periods of service are required in each before promotion from one to the other can take place, but in every instance good conduct is essential to advancement: Classification

In 3rd class, 1 year from date of appointment.

In 2nd class, 1 year from date of promotion from 3rd class.

In 1st class, 1 year from date of promotion from 2nd class.

Promotion For special meritorious conduct a constable may obtain promotion, irrespective of his service, by order of the Chief Constable. In like manner he

Reduction may be reduced from one class to another for gross misconduct.

Obedience 1. A Constable must readily and strictly obey the orders of his superiors in rank, in the Police.

Civility 2. He must be very civil and respectful in his demeanour and conduct to the public, giving the best answers he can to the numerous questions which will be put to him, and showing at all times a readiness to do all in his power to oblige, consistently with the rules of the service.

Truthfulness 3. He is to speak the truth at all times and under all circumstances, and when called upon to give evidence to state all that he knows respecting the case, without fear or reservation, and without any desire to influence the result either for or against the prisoner.

Untruthfulness 4. Untruthfulness is the gravest disqualification for the Police service.

Make notes 5. To enable him to speak quite confidently, and to prevent the possibility of his evidence being shaken, he is to jot down at the time, in his Memorandum Book, dates and other particulars respecting arrests, accidents, or occurrences, to which he can always refer.

Arrests 6. When called upon by a person to take another person into custody, he must be guided in a great measure by the circumstances of the case and the

nature of the charge or offence; but if he has any doubt as to how he ought to act, the safest course is to ask all the persons concerned to go with him to the Station, where the officer on duty will hear and determine whether the charge is to be entered or not, and the responsibility is then taken off the Constable.

7. If a Constable is called upon to act he must do so with energy, promptness and determination, for if he wavers or doubts, the criminal may escape; or the opportunity to render assistance may be lost.

Promptitude

8. Every Officer and Constable will keep a Memorandum Book on which he will write, on the first page, his name and date of joining the Force; he will also enter particulars of duties, length of beat, time to pass over it, time of going on and off duty, all particulars respecting arrests, accidents or occurrences, any occasion he may have to leave his beat, etc.; all these entries are to be made at the time; and the book to be signed by the Officer on duty, after every tour of duty, also by the relieving Constable every relief.

Memorandum book

PROBATIONERS.

1. A Constable after being sworn in will serve on probation till he has been instructed in drill, discipline and Police duty. He will then be examined in the Rules and Regulations of the Force which he must show a thorough knowledge of before being finally passed as fit for regular duty. Any man who does not show aptitude or evince a desire to profit by the instruction afforded, may be struck off the Force as unsuitable for the Police.

Period and Object of probation

Instruction 2. During the above period the Officers of the Division to which Constables on probation are attached will instruct them carefully in the ordinary duties to be performed by a Police Constable, care being taken to point out when Police have power to apprehend, and when not, etc., how to conduct themselves before Magistrates, Judges, etc., and generally in all the duties of a Police Constable.

Behaviour 3. It is desirable to impress upon the minds of those recently joined the necessity of courteous behaviour to each other upon all occasions. A mutual good feeling ought to exist among all ranks; and the elder Constables, by their tone and manner, should do everything in their power to encourage this unanimity, and abstain from anything that may approach ridicule or slight towards their younger or less experienced comrades.

MEDICAL OFFICER.

Examine candidates 1. The Surgeon or Physician, appointed to have medical charge of the Force, will examine all candidates who have been selected by the Commissioners, and will report, in writing, whether they are, in his opinion, fit to be appointed Constables.

Have medical charge of sick and injured 2. He will have charge of all men incapacitated for duty by accident or sickness, and will visit them at their own quarters as often as the case may demand, but at least once every two days.

Keep records 3. He will keep a record of all such cases and enter the date of admission to and discharge from the sick list in a book for that purpose. He will report daily to the Chief Constable, and will bring to his notice all instances of malingering, or men who have been too frequently on the sick list.

MATRON.

1. She shall reside within a convenient distance from the station to which she is attached, and will be in readiness to respond to all Police calls that may be made upon her services, day or night. Residence

2. She shall be in attendance at such fixed hours as may be prescribed from time to time. Attendance

3. She shall search female prisoners arrested for theft or other offences, as occasion may require. Search females

4. She shall have charge of and care for all female prisoners confined either as prisoners or witnesses, runaways, etc., and will render such assistance to them as may appear necessary. Look after female prisoners

5. She will be under the officer in charge of the Division to which she is attached so far as the prisoners confined at that station are concerned, but her services will be available if required by the Detective or Staff Inspector's Department. Services under control of

CANDIDATES.

1. A man who wishes to join the Calgary Police Force must apply personally to the Chief Constable. Application

2. The following qualifications are indispensable, and no candidate should attend for examination who does not possess them:— Qualification

(1) To be 21 and under 30 years of age. Age

(2) To stand clear 5 ft. 10 in. without his shoes. Height

(3) To have a fair education. Education

(4) To be generally intelligent according to the judgment of the Chief Constable. Intelligence

Constitution (5) To be free from any bodily complaint, of a strong constitution, and equal to the performance of Police duty, according to the opinion of the Surgeon of the Force.

Bodily imperfection 3. Persons who believe themselves to be laboring under any bodily imperfection or disease had better not present themselves as candidates for the Police.

Examination by Surgeon 4. The Surgeon of the Police Force being responsible, according to his judgment, for the physical qualifications required for the peculiar and arduous duties of the Police, the certificate of any other Surgeon cannot be received; and a candidate may be considered unfit for the service, and be rejected, without any reason being assigned; and every candidate is to understand that he attends at his own risk as to trouble and expense.

Directions Relating to Testimonials.

Testimonials 5. The candidate must produce a testimonial from his last employer, also from one or more other respectable persons who had a perfect knowledge of him for a length of time.

Certificate 6. If the candidate has been in any public service he must produce a certificate of good conduct in that service.

Testimonials returnable 7. The testimonials of character of men who leave the Police will be returned to them, if such testimonials relate to the period prior to their joining the Police, and were not addressed to the Commissioners or Chief Constable direct.

When not returnable 8. The Chief Constable reserves the right to retain the testimonials of Constables dismissed from the Force.

9. The following are the conditions of service upon which every candidate is admitted as a Constable in the Calgary Police Force, and to which each before admission is required to subscribe.

Conditions of service

10. I hereby agree to abide by the following Rules and Conditions on being sworn in as a Constable on the Calgary Police Force:

(1) I will inform myself of, and observe all Rules and Regulations made for the government of the Force, and obey the same in letter and spirit, also all lawful orders from persons in authority over me.

Obey regulations

(2) I will devote my whole time to Police service, and will not be concerned in any business or trade, either through my wife or otherwise.

Devote whole time to Police

(3) I will not concern myself with nor attend the meeting of any Political or Secret Society or Convention, nor will I in any way attempt to influence an election, municipal or otherwise; and I will abstain from the expression of any political or religious opinion in a manner calculated to give offence.

Abstain from interference in Politics, etc.

(4) I will accept the pay of my rank in full satisfaction of my service as a Constable, subject to such deductions on account of sickness, fines for misconduct or stoppages for any other purpose, as the regulations require, or the Chief Constable and Commissioners may direct.

Accept pay in full for services

(5) I will not leave the Force without giving the required notice, in default of which any or all of my pay due may be forfeited.

Give notice when leaving

(6) I will be liable to dismissal for misconduct when the whole or any part of my pay may be forfeited, and my services may be dispensed with

Liable to dismissal for misconduct

at any time by the Chief Constable or Commissioners without notice.

Surrender
all Police
property on
retirement

(7) I will, upon resignation or dismissal, deliver up to the Department forthwith every article of Police uniform, and appointments in use that may have been supplied to me, and if any such articles have been improperly used, damaged or withheld, I will be subject to such deductions of pay as may be necessary to make good the same.

Pay debts

(9) I will pay all lawful debts, as may be directed by the Chief Constable or Commissioners.

Witness

.....

INSTRUCTIONS PERTAINING TO INTERNAL DISCIPLINE.

BATONS.

1. A billy is supplied to each Sergeant and Constable. It is to be stamped with the number of each man. To whom supplied
2. The billies are to be shown to the Inspector or Sergeant when parading for duty. To be shown on parade
3. If billies are lost or damaged through carelessness, the value is to be deducted from the pay of the man in fault. To be paid for if lost
4. The billies are supplied to the Police to enable them to protect themselves if violently attacked. If a Constable is likely to be overpowered, he may draw his billy and use it, taking care to avoid striking any one on the head. The arms and legs should be aimed at to disable a prisoner, as parts of the body least likely to suffer serious injury. The use of the billy is not to be resorted to except in extreme cases, when all other attempts have failed, and a prisoner is likely to escape through the Constable being ill-used and overpowered. Objects and how to be used
5. Before waist belts are issued to the men, they are to be fitted, and four holes only, an inch apart, are to be punched in the centre of the belt to take the tongue. The double thickness of the belt is to be on the right side. Waist belts

BEATS.

- Day beats,
how patrol-
ed
1. As a general rule, Constables on day duty are to walk near the curbstone or outer edge of the sidewalk; and in crowded and busy neighborhoods, the beats are to be walked so that the right hand of the Constable is next the carriage way. By this arrangement the Police will move with the stream of passengers going in that direction; the object being at all times to facilitate the passage of persons through the streets.
- Keep to the
right
2. When there is a crowd or obstruction at any place, the Police, as far as may be practicable, are to recommend persons walking to keep to the right hand side of the sidewalk.
- Night beats,
how patrol-
ed
3. Constables on night duty beats are to walk on the inside of the pavement near to the houses after ten p.m., and are not to make unnecessary noise or disturbance to cause annoyance to the inhabitants.
- Rate of
speed and
attention
required
4. Constables are to walk their beats at a uniform rate of about two and a half miles per hour; they are not to loiter or gossip, but be active and attentive to their duties.
- Attend fires,
record ab-
sence
5. Constables may leave their beats to act in cases of fires, accidents, or other emergencies, but they are to return to them as soon as possible, and immediately afterwards make an entry in their memorandum books, showing the cause and length of their absence.
- Notice par-
cel carrying
6. Constables will take notice of parties carrying parcels or bundles at unseasonable hours or under suspicious circumstances and if there are sufficient

grounds, such bundles are to be searched by the Police.

7. Should any changes be deemed necessary in the working of beats, a report to that effect is to be made to the Chief Constable.

Changes to be reported

8. The Officers on and off duty are ordered to take notice of and report all Constables lounging or loitering upon their beats, either by day or night. Instances of this kind are on no account to be passed over. There is nothing that attracts the attention of the public so much as the bearing and conduct of the Police on street duty; and anything on their part appearing subversive of discipline and proper instruction, such as lounging, talking and loitering on beat, naturally causes reflections to be cast by the observing public upon the conduct of the whole Force. Thus, from individual carelessness and inattention all suffer.

Officers to report irregularities

9. Fixed points, where a Constable shall be permanently stationed will be appointed from time to time by the Chief Constable.

Fixed points

10. The Police on duty are strictly forbidden to gossip or idle with each other, or with any persons, especially servants at houses on their beats.

Gossiping prohibited

11. Constables going to their beats will separate and proceed by different routes when practicable.

Constables to separate

CLOTHING, UNIFORM.

1. The following articles of uniform clothing will be worn by the Calgary Police Force according to the pattern prescribed for each grade of rank.

Uniform

Chief Constable.Of Chief
Constable

2. Patrol jacket, blue cloth, staff pattern roll-collar with falling loops of mohair braid.

Trousers, blue cloth, with stripes of maple leaf braid.

Greatcoat, dark oxford grey cloth, fastened with mohair braid.

Helmets, blue and white with device in gilt.

Forage Cap, with band of maple leaf pattern.

Winter Cap, Astrakan fur, wedge shaped, and gauntlets of same material.

In summer, serge clothing will take the place of cloth for all ranks.

Deputy Chief Constable.Of Deputy
Chief

3. Similar to that of Chief Constable.

Staff Inspector.Of Staff
Inspector

4. Similar to that of Deputy Chief, except the stripes for trousers shall be of plain black braid, the forage cap shall have on the front the words "Staff Inspector" in silver letters, and the helmet device shall be silver.

Inspectors and Sub-Inspectors.Of Inspect-
ors and Sub-
Inspectors

5. Patrol Jacket, blue cloth, flat braided, roll collar.

Trousers, blue cloth, with stripes of black braid, plain.

Greatcoat, dark oxford grey cloth.

Helmet, blue and white, with device in silver.

Forage Cap, with silver crown.

Winter Cap, fur, wedge shaped.

Sergeants.

6. Blue Cloth Tunic, with black buttons, with crown and "Police Force" in letters on them; collar, with "S." in silver; Trousers, with black braid down side of leg; Helmet, with device in silver in front; Greatcoat of Irish frieze, with black buttons and braid.

Patrol Sergeants.

7. Same as for Constables, with the exception of the letters P.S. on the collar instead of Nos. Buttons bronze.

Constables.

8. Blue Cloth Tunic, with white metal Police buttons, two buttons on each cuff, with crown and "Police Force" on them; standing collar, with the number of the Constable in white metal on it; Blue Cloth Trousers, with scarlet seam down side of leg; Helmet, white and blue with device in bronze. Winter Cap, fur, wedge shaped.

Greatcoat of Irish frieze, double-breasted, with Constable's number two inches in length in white buff on right sleeve, above the cuff; buttons same as on tunic.

Clothing—How Long to Last.

11. Greatcoats for all ranks	3 years.	Duration of clothing
Blue Tunics (or Serge Tunic every third year in lieu thereof)	1 year.	
Trousers, one pair summer and one pair winter, to last each	6 months.	
Helmets, to last	3 years.	

- To be kept clean 12. Clothing and equipments are to be kept clean and in good repair by the members of the Force to whom they are issued, for the regulated period.
- Missing article to be replaced 13. Any article missing or out of repair is to be replaced or properly repaired at the cost of the Constable. Any neglect is to be reported to the Chief Constable.
- Uniform to be inspected 14. The uniform is to be inspected each time the men parade for duty, and if any article is out of repair or dirty, the man is not to be sent on duty; but the necessary steps are to be at once taken for remedying the defect, and the man is to be reported for his neglect.
- Wearing of Medals 15. The Police are not to wear any medal, ribbon or decoration on their uniform, except such as have been given for public services in the army or navy, militia, etc.
- Sticks not to be carried 16. The Police when in uniform are not to carry sticks or umbrellas, nor to wear handkerchiefs or comforters round their necks.
- Numbers not to be concealed 17. Numbers on the men's collars, etc., are not to be concealed in any way. They are worn by Police for the purpose of reference and identification; and persons wishing to take or ascertain the number of any man are not to be obstructed, but if the number is properly asked for it is to be given immediately.
- Allowance in lieu of clothing may be granted 18. The Chief Constable may, in his discretion, order an allowance to be made to any Officer or Constable, who in the public interest, may be employed in plain clothes, equal to the amount estimated for the clothing of such Officer or Constable.

19. When any of the Police leave the service, or are granted extended sick leave, all articles of clothing and equipments are to be sent immediately to the store. The Inspector of the Division will inspect each article, and if they are found deficient or out of repair the cost of replacing or repairing them will be deducted from any pay due to such Constable.

Clothing to be returned upon sick or long leave

20. A Constable dismissed from the Police Force, or who resigns his situation, shall, immediately after the dismissal or resignation, deliver up every article of dress and equipment which have been supplied to him. If any such articles or equipments have, in the opinion of the Chief Constable, been improperly used or damaged, a deduction from the pay then due to the party shall be made, sufficient to make good the damage or supply a new article.

On dismissal or resignation

21. A Constable under suspension may be called upon to deliver up his clothing and equipment to the Inspector of the Division to which he belongs pending the ultimate decision upon the cause of suspension.

Or on suspension

22. The following certificate is to be given by the Inspector and filed in the Chief Constable's office before any order will be signed for such Constable's pay:

Certificate required from Inspectors

"I certify that I this day received uniform clothing and equipments of ex-Constable properly packed up, clean and in good order."

23. No article of clothing is to be taken into wear without being properly marked by the contractor with the date of issue, viz.: year and month.

Not to be worn till marked

Or of non-
regulation
pattern

24. No article of clothing will be taken into wear which is not in accordance with the regulations and the terms of the contract as to make and material.

Not to be
exchanged

25. No article of uniform clothing is to be exchanged, supplemented, or any money, goods, or any other article of clothing furnished by the contractor in lieu thereof, without the written order of the Chief Constable.

On pain of
dismissal

26. Any member of the Force selling, exchanging, or receiving any other article in lieu of any portion of his uniform without an order in writing from the Chief Constable will be liable to be dismissed.

Deduction

27. The sum of twenty dollars is to be deducted from the first pay of each Constable joining the Force, to be held as a guarantee that he will, on leaving the service, return all his uniform clothing and equipment in good order and condition.

CONDUCT.

Importance
of good
behaviour

1. As it is of the highest importance that the conduct of the Police, both on and off duty, should be such as to gain the respect and esteem of the public as well as those in authority, all members of the force are enjoined to bear in mind that they have not only an individual reputation to sustain but also that of the Force generally, and, therefore, should act in such a manner as to bring neither into disrepute. Good conduct will be rewarded and misbehaviour punished, the former by an addition to the pay after given periods of service, and the latter by dismissal, deprivation of pay or any other manner the Chief Constable may determine upon.

2. The Chief Constable may discharge any Officer or Constable convicted of being unfit for duty from the effects of liquor, or being found asleep on beat. The charge for the former offence will be **"unfit for duty from the effect of liquor,"** and will be entered as such in the report from the Officer on duty. This order is not to prevent Constables being reported for being slightly under the influence of liquor, which will subject them to severe punishment, if not dismissal. The practice of drinking is so disreputable, and calculated to lower the efficiency and respectability of the Police Force so much, that the Chief Constable will at once rid the Force of any Officer or Constable guilty of this vice.

Punishment
for drinking
to excess or
asleep on
beat

3. Officers or Constables found card-playing or drinking in public houses, are considered unfit to belong to the Force.

Card play-
ing and
drinking

4. Any member of the Police Force found entering public houses, except on duty, or found frequenting shops where spirits are sold, or drinking there, will be liable to dismissal. Policemen who purchase spirits from unlicensed persons may be dismissed.

Entering
public
houses

5. Superior Officers are to do all in their power, by example, admonition and precautionary measures, to prevent the evils of drinking among the Police.

Officers to
set an
example

6. A discharge or certificate of good conduct may be granted to a Constable leaving the Force, but not

Discharge

(1) If a Constable is dismissed the service.

Conditions
of

(2) If the Constable has been frequently guilty of misconduct, although of a light nature.

(3) If the Constable has been guilty of any misconduct of a serious nature.

(4) If the Constable has quitted the service without giving due notice of his intention to do so.

(5) If the Constable has served less than twelve months.

CORRESPONDENCE.

Conducted
through
Chief Con-
stable's
Office

1. All correspondence with persons not in the Police, on matters of Police duty, is to be carried on through the Chief Constable's office, by the direction of the Chief Constable or his Deputy.

Which is the
only channel
of com-
munication

2. No written or telegraphic communication with reference to Police duty is to be made by any Officer or Constable of the Force, to any other person, unless there should not be sufficient time to obtain the direction of the Chief Constable or his Deputy on the subject. In such cases a written report is to be made of the matter the following morning.

What
prohibited

3. Anonymous correspondence by Police is strictly prohibited.

Preserva-
tion of
papers

4. All papers and correspondence are to be carefully preserved, and the papers necessary to be retained are to be neatly docketed, and kept in presses or cupboards for that purpose at Headquarters.

Applica-
tions to be
in writing

5. Applications made by the Police on any subject are to be in writing and transmitted through the Inspector of the Division to the Chief Constable.

Also
complaints

6. Complaints by Police against each other are to be made in writing and signed, and are to be submitted through the Officer in charge of the Division to which they belong.

7. Grievances or causes of complaint by Police can at any time be laid before the Chief Constable through the usual channel and Constables are forbidden to make representations of their wants, complaints, etc., to the Chief Constable except through their officers.

Which can be laid before Chief Constable

DEFAULTERS' BOOK.

1. All reports for misconduct against a member of the Force dealt with by the Chief Constable will, if proved, be entered in the Defaulters' Books.

Reports to be entered

2. Those offences of a minor character will appear in the "A" book, and those of a serious nature in the "B" book.

Classification of offences

3. Each entry in the "A" book will involve one month's loss of service, and in the "B" book three months, towards promotion from one class to another.

Loss of service

4. An entry in the "B" book will deprive the holder of one or more good conduct badges, at the discretion of the Chief Constable.

Good conduct pay forfeited

5. The Defaulters' Book is not to be produced in any Court unless by special order of the Chief Constable.

Not to be produced

DISMISSAL.

1. Any Police Constable is liable to immediate dismissal for unfitness, negligence, or misconduct independently of any other punishment to which by law he may be subject. The Chief Constable may also remove him from the service by dismissal or

Liable to with and without reasons

Pay may be otherwise without assigning any reason. If he be forfeited dismissed from the Force, the whole of his pay then due may be forfeited.

EQUIPMENT.

Articles of Equipment 1. Articles of equipment consist of Billy, Belts, Rain Coats, Whistles, Keys of Fire Alarm and Patrol Boxes, Instruction or Regulation Books, Memorandum Books, Handcuffs and Revolvers, none of which are to be the Constable's property at any time, but are merely for his official use whilst a member of the Force.

To be delivered up during suspension 2. Police suspended are to be required to deliver up their articles of appointment to the Inspector or of their Division.

Deductions 3. If articles are lost, or damaged through the carelessness of Police, the amount of such loss or damage will be deducted from their pay.

LEAVE.

Duration of leave 1. Annual leave is allowed to each rank as follows: Inspectors and Sergeants, 21 days; Patrol Sergeants, 18 days; Constables, 14 days.

Applications 2. All applications for leave are to be submitted to the Chief Constable through the Officer in charge of the Division to which the Constable applying for leave is attached.

Pay during absence 3. Full pay is granted during the above period; but if a man applies for a longer period, the Chief Constable decides whether he grant it without pay, according to the special circumstances of the case.

4. Before an Officer recommends a Constable for leave he is to ascertain whether there is any case at Court or any other duty which would prevent the man leaving the city, and if so, the leave is not to be recommended. If for duty not to be recommended

5. Leave will only be granted during the summer detail of duties, and for the purpose of going out of the city, on grounds of private affairs, necessary recreation, or on medical recommendation. No application for leave to remain in the city will be entertained, or to leave the city for the purpose of voting at a political election. When and for what purpose granted

MORNING REPORTS.

1. The Morning Reports are to contain accurate particulars of all accidents, fires, felonies, offences and occurrences of a serious nature, which have occurred in each Division during the previous twenty-four hours, also a complete record of the effective and non-effective officers—and men of each Division and their distribution for duty. They are to be sent to Headquarters daily by 8 a.m., except on Sundays and holidays when the hour is 9 a.m. Contents

2. Crimes are not to be described as of lower degree than the circumstances warrant; and whenever there is a doubt, as, for instance, whether the case be a burglary or a larceny only in a dwelling house, etc., the crime is to be stated to be burglary, or other offence of the highest degree. Crimes to be specified

PARADES.

Formation
of parade

1. When the Force parades as a body for drill or other purposes, they will "fall in" by Divisions and be inspected by the officers in charge of each Division, who will be prepared to hand in a parade state showing the number present, and accounting for those absent. When the inspection is over the whole will be formed up in as many companies as may be desirable, and told off ready for the Chief Constable.

 PAY.

Pay issued
monthly.
Rewards
not to be
accepted
without
permission

1. Each Constable shall receive the pay fixed for his rank monthly, subject to such deductions as the Chief Constable may order to be made, and is on no pretence to take a fee or reward, or recompense in money or otherwise, except by the consent of the Chief Constable.

Pay to be in
full for all
services
rendered

2. Each Constable is to accept the pay assigned to him in full satisfaction of his services as such Constable; and further agrees to forego, as for himself, all claims and demands whatsoever for services in making arrests, or doing other duties whilst in the Force, and to surrender to the City of Calgary said claims and demands to and for the public uses of said City.

Stoppages
for sickness
or
misconduct

3. Members of the Force shall be subject to such stoppages of pay as the Chief Constable shall think proper to make for neglect of duty, breaches of the discipline or regulations of the Force, or for any other cause.

4. Full pay will be granted to men on the sick list when seriously injured in the execution of their duty. Trivial injuries may not entitle a man to full pay whether received while on duty or not.

No pay stopped when injured on duty

5. Good conduct pay may be granted to Constables below the rank of Sergeants who by length of service and good behaviour become entitled to the same under the provisions of the orders governing the issue thereof.

Good conduct pay

PROMOTION.

1. No Constable will be promoted who cannot write a good official letter or report, no matter how exemplary his conduct may be; and therefore it is to the interest of every Police Constable to devote as much time as he can, when not engaged on duty, to reading and writing and the general improvement of his mind. Length of services, unsupported by the requisite qualifications of activity and intelligence, cannot entitle members of the Police Force to promotion.

Education indispensable

2. None need expect to be promoted from one class to another who are not fully up in their duties, both in intelligence and physical endurance. Men going on sick list when their services are particularly required on certain days or on demands for extra duty, on the plea of indisposition from overwork, may never expect promotion, as they are not to be depended upon, and steps will be taken to dispense with their services.

Physical endurance necessary

Influence of outsiders prejudicial 3. Some of the Police having attempted to obtain promotion by means of application made by private friends, such practices being injurious to the good order and discipline of the service, the Police are to understand that their prospects of promotion must depend on the report which their superiors may make as to their qualifications and conduct in the performance of their duties.

Application to Chief Constable prohibited 4. The Chief Constable having occasionally received applications from members of the Police Force (both written and personal), requesting promotion from one class to another, he desires it to be distinctly understood that this mode of proceeding is improper; applications of this kind will not be entertained.

Merit sole ground for advancement 5. Merit and not favor is the ground of advancement, and any of the Police who attempt to bring interest to bear for the purpose of influencing the Chief Constable to promote them, will be considered as disqualified for the promotion thus sought to be obtained.

Within reach of all 6. Every Police Constable in the Force may hope to rise, by activity, intelligence and good conduct, to the superior ranks.

RELIEFS.

Alternation 1. The Officer on Division and Station duty will be relieved every alternate morning at 8 a.m.

Hour of Assembly 2. The Police for duty in each relief are to assemble at the appointed Station a quarter of an hour before the hour fixed for mounting duty.

3. The Sergeant on duty is to parade and inspect the men to see that they are clean and properly dressed, and in all respects fit for duty. No man must be placed on duty except in a clean state, and if he does not appear so when parading he must be reported.

Duty of
Sergeant
and men

4. The orders and occurrences are then to be read aloud, clearly and distinctly, so that each man may hear and understand them.

Orders, etc.
to be read

5. The Sergeants or Patrol Sergeants are then to march the Constables to their beats.

Marched off
under P. S.

6. The reliefs are to march in single files, and always to take the outward side of the sidewalk. The Officers will be particular when marching their men through the streets for any purpose, in seeing that regularity in marching is preserved, and to report any cases of carelessness in this respect. Should no Officer be present, the senior Constable will be considered in charge and held responsible. The Police when walking along the streets are not to rudely shoulder past respectable people, but give way in a proper manner. Men going to and from their stations to their beats, whether in sections or otherwise, are to move at a quick march.

Order of
march and
demeanor

7. The proportion of men on day and night duty will be about one-third on day duty during the summer detail of duties, and about one-fourth on day duty during the winter detail of duties, exclusive of Station duty men.

Proportions

RESIGNATIONS.

1. Constables resigning are to give a month's notice in writing to the Chief Constable.

Notice
required

When discretionary with Chief Constable

2. Constables not, having served three months who give notice of resignation may be compelled to resign at once, or may be required to serve the regulated period, according to the discretion of the Chief Constable.

When may be compulsory

3. Constables who give notice of resignation from dissatisfaction, after having been punished for misconduct, are liable to be treated in the same manner as those who have not served three months.

Deductions

4. Constables resigning or otherwise leaving the Force who have served for a less period than eighteen months, will have four days' pay deducted from them, to make good expenses incurred in altering or repairing their clothing or equipments.

REVOLVERS.

When revolvers issued to night duties may be used, how treated

1. A supply of revolvers having been issued for the use of the night duty Constables, in order that they may be used in the defence of life against murderous assaults, the discharge of them is strictly prohibited unless under these circumstances, should they unhappily occur. The most lamentable and fatal consequences may result in the reckless discharge of pistols. The Officers on duty will see that pistols are only issued to those Night Duties who have been drilled to the use of them. The Inspectors are to see that their pistols are taken apart, cylinders removed and properly cleaned and oiled, so that everything is working freely. They will see that the men do this under their own eye. The revolvers are never to be removed from the holster for the purpose of being shown to any person

by Constables intrusted with them, nor to be carried to their houses, or worn by them at any time except when on duty.

REWARDS.

1. When any of the Police have performed any special act of bravery beyond the ordinary Police duties, or in any way have rendered themselves worthy to be brought under the notice of the Chief Constable, he may grant them a reward. All rewards granted by the Chief Constable will be published in orders. When rewarded

2. No reward or gratuity is to be received by any of the Police without the express permission of the Chief Constable, who may allow gratuities to be received on all proper occasions, upon the circumstances being reported to him. Permission to accept required

3. A gratuity or reward offered at the time by a person to whom special services are rendered upon any sudden emergency, may be taken, subject to the decision of the Chief Constable as to its being retained or returned to the person giving it. In such case, the name and address of the person giving the gratuity is to be procured, and the sum received handed over as soon as possible to the Officer in charge of the Division, who will report the circumstances of the matter to the Chief Constable, and make such inquiry as to satisfy him that no solicitations, direct or indirect, were made to the persons by whom the gratuities are given; and if there is reason to suppose that solicitation has been made, or that there are any other circumstances which How dealt with

make it improper for the gratuities to be received, all the particulars are to be reported to the Chief Constable.

SALUTING.

Who are to
be saluted,
and when

1. Inspectors, Sergeants and Constables are to salute when passing or addressing a Commissioner, the Chief or Deputy Chief Constable; but if the nature of the duty in which they may be at the time engaged or other special circumstances make it undesirable to salute, it is not to be done. All salutes are to be returned.

Mode of
saluting
when
marching

2. When Police marching on duty or assembled in a body meet a Commissioner or superior Officer, they are to be commanded "Eyes right" or "Eyes left," as the case may be, but never salute except by word of command.

How often
required

3. Constables on street duty are not required to salute any of the Commissioners, or Chief or Deputy Chief Constable more than once during each tour of duty.

SICK.

Men to
report and
be visited

1. If any Constable is unable to perform his duty through illness he will at once report to the Officer on duty, or if personally unable to do so he will cause an intimation thereof to be despatched to that Officer at once. The Officer will then visit the Constable, sending for the Medical Officer to the Force, who will make his report accordingly, which report the Chief Constable is to examine daily.

2. All men incapacitated for duty by accident or illness are to be under the care of the Surgeon of the Force, and must be seen by him, and reported as being really so incapacitated, within twelve hours of their declaring themselves sick; without this report they will be returned as absent. To be under care of Surgeon

3. The men on the sick list who are able to leave their homes will be seen by the Medical Officer daily at Headquarters. Attend at Head Qrs.

4. Those who cannot leave home are to be visited at their own quarters as often as the urgency of the case demands; but in no case less frequently than every other day. They are also to be frequently visited by the Officer in charge of their Division. To be visited at quarters

5. In case of any Constable wishing to be attended by a private practitioner, if such permission is granted, it will be at the expense of such Constable. Private advice permitted

6. When any of the Police have been on the sick list more than eight days, or have been more than four times sick during twelve months, or are in hospital, their names and other particulars required are to be specially reported by the Medical Officer. Frequency to be reported

7. If any Constable of short service be frequently sick although not at any time for eight days together, the circumstances are to be reported. And in case of short service

8. If a man reports himself sick improperly, or if the Surgeon does not consider him sick, he is to be reported for such misconduct. Also malingering

9. In all cases of illness of any of the Police from misconduct, a report is to be made for the decision of the Chief Constable. And through misconduct

- When sent to Hospital** 10. in all cases of serious illness from injuries received, or of infectious disease, such as smallpox, etc., the sick man, if not married and residing with his family, should be removed to the Hospital.
- Sick leave** 11. Sick leave will only be granted on the recommendation of the Medical Officer, subject to the approval of the Chief Constable.
-

SPECIAL DUTIES.

- Course to be pursued** 1. When the special services of the Police are applied for at any place, the application is to be submitted to the Chief Constable, explaining the nature of duties to be performed, the hours they will be employed, whether there is any outstanding claim which still remains unpaid against the party at whose charge the Police are to be supplied, and any other particulars so far as known.
- When supplied** 2. Whenever parties at private houses, or meetings are held which cause a large crowd of persons or carriages, should no Police have been ordered by the Chief Constable, the Officer on duty in that Division will furnish a sufficient number, on being applied to, to preserve order.
- Responsibility** 3. The senior Officer in charge of any special duty will be held responsible for the efficient performance thereof, and may be called upon to make a special report of such duty to the Chief Constable the following morning.
- Payment** 4. The Police employed on special duty will not solicit any payment, nor receive any remuneration for the same, except by the consent and approval of the Chief Constable.

SUBSCRIPTIONS.

1. Officers or Constables are not to subscribe or solicit subscriptions for men leaving the Force, without the knowledge and consent of the Chief Constable. Authority required
2. Subscriptions or testimonials from the Police are not to be received by Officers, if they are still serving in the Police. When to be declined
3. Subscriptions for men who have been dismissed from the Force are strictly forbidden. When forbidden
4. Subscriptions by the men of each Division for any object of amusement or interest, when approved of by their Officers, are not forbidden. When permissible
5. Subscriptions in cases of death or sickness of members of the Police or their families, which are properly cases of charity, may be made, with the consent of the Chief Constable; but in every case it is understood to be purely voluntary, and no one is to be asked by a superior Officer to subscribe. For charitable purposes

STATIONS.

1. Strict order, discipline and cleanliness, are to be observed at all Police Stations. Order to be observed
2. Irregularities, noises or disturbances by prisoners, or others, within or in the neighborhood of Stations, are to be avoided as much as possible. Noises, etc. to be avoided
3. Persons coming in a proper manner to the door of a Police Station are to be admitted by the Constable without inquiry as to the nature of their business, if they state they wish to see the Sergeant or Officer on duty. Public on business to be admitted

Not to remain longer than necessary

4. Persons not connected with the Police service are not to be permitted to remain at a Police Station longer than is absolutely necessary for the completion of their business.

After an arrest, admittance denied till prisoner is locked up

5. Upon an arrest being made and a prisoner conveyed to the Station, parties unconnected with the Police Department are not to be admitted, or allowed to remain in the Station until after the prisoner has been locked up. If necessary, the Station door may be locked in such case.

Bail may be sent for

6. The Inspector or other Officer in charge of a Police Station will afford parties arrested for drunkenness, petty misdemeanor, and other bailable offences, an opportunity of sending for bail up to 10 o'clock p.m.

With consent of Officer in charge

7. No bail is to be sent for except with the sanction of the Inspector or Officer in charge of the Station; and no person is to be discharged from a Station in the absence or without the knowledge of the Officer in charge of such Station.

Cards forbidden

8. The Police are forbidden to play at any game of cards in a Station. The Inspectors and Sergeants are responsible that this order is obeyed, and are to report any violation of it.

Games allowed

9. The Police, when off duty between their reliefs, are allowed to play games of chess, checkers, dominoes, etc., in their Stations, but no money is to be played for or staked on the result of any such game. The Officers are not to engage in, or play any games with their men. Station duty men are not to engage in any games during their tour of duty.

10. The Officers in charge of Divisions will be careful in not allowing any unnecessary expenditure or waste of light in their respective Stations.

Gas to be economized

11. As many lanterns as may be considered necessary are to be supplied to each Station for the men and Sergeants attached thereto, and are to be always kept ready for use and properly trimmed, whether in actual use or not.

Lanterns to be supplied

12. The dispatch cases furnished for each Station will be invariably carried by the Station duty men when going to the office for papers, or forwarding papers from one Station to another.

Dispatch cases

13. The apartments set apart for the Officers on duty in the Stations are not to be occupied by the Station duty men at any time. These are exclusively for the Officer on duty, and no person is to be admitted. People calling at the Station for information, will express their wants to the Officer on duty in front of his office.

Officers' apartments exclusive

14. When a Commissioner, the Chief, or Deputy Chief Constable enters any room at a Police Station, the Police in the room are to stand up to "attention;" the first man who perceives the Commissioner or such other Officer's approach, is to give notice to the others by calling "Attention." This does not apply to reliefs off duty, who are lying down to rest.

'Attention'

15. Requisitions for all articles of clothing equipments, or supplies for the use of Stations, will be made out on the printed form kept in the orderly room.

Requisition

- Cloth Bags** 16. Cloth bags will be used to hold the property taken from prisoners in custody.
- Bedding** 17. Necessary bedding for the use of the Officers and Men of the respective Stations will be furnished on requisition of the Officer in charge of the Division, who will be responsible for the proper use and care thereof.
- Books** 18. The following books will be kept in each Station:
- | | |
|--------------------|------------------------|
| 1 Duty book. | 1 Prisoner's register. |
| 1 Occurrence book. | 1 Waif's register. |
| 1 Complaint book. | 1 Order book. |
| 1 Warrant book. | 1 Receipt book. |
| 1 Blotter. | |
- Erasures** 19. No erasures are to be made in any of the books of the Divisions, or documents connected with the duties of the Force.
- Errors** 20. If any error be discovered in such books or documents, it is to be altered and corrected by drawing the pen neatly across the entry, and substituting the correction above it.

STATION—CELLS.

- To be kept clean** 1. The cells are to be kept very clean, and ventilated as much as possible. Carbolic acid, for disinfecting purposes, is to be used when necessary.
- Doors Locked** 2. The door of every cell and corridor is to be carefully locked and bolted when prisoners are confined.

3. The keys of cells are to be hung up in the Sergeant's desk, when not required for locking or unlocking the doors. Disposition of keys

4. No person is to be allowed to visit the cells from curiosity, except with the sanction of the Commissioners or Chief Constable. Public not admitted

5. In hot weather, and when necessary, the floors of all the rooms, cells, passages and offices are to be freely sprinkled every morning and evening with a disinfectant. Use of disinfectant

6. The sinks, closets and urinals are to be disinfected by the same means. Closets to be disinfected

STATION DUTIES.

The day Station duties shall come on not later than 7:30 a.m., and shall perform the following and such other duties as may be necessary. Hour of mounting and duties

1. Bring dispatch case to office and return to Station. Dispatch case

2. To see to the ventilation of the Station, opening all windows and all doors throughout the building. Visiting the cells and ascertaining if the night buckets are clean, etc. Ventilation

3. To examine all revolvers thoroughly, and see that the night lamps are ready for use. Revolvers and night lamps

4. To see that all Station requisites, such as brushes, whisks, etc., are in their proper places. Station requisites

- Hour of rising 5. Night duty man to be up and have his bed made up not later than 7:00 a.m.
- Lights 6. To see that lights are put out at 4:00 a.m. during summer, and at 7:00 a.m. during winter duties; and if night buckets have been used to see that the prisoners using them empty the same.
- Sidewalk 7. To sweep the sidewalk in front of and adjoining the Station before being relieved.
- Hour of lying down 8. To remain in full dress, and bed not to be made down until after 12 midnight, so as to be ready for duty at a moment's notice.
- Dress when lying down 9. When sleeping not to divest himself of any article of uniform except tunic, helmet and boots.
- Wait for relief 10. Night Station duty to remain in Station until relieved by the day Station duty; and on all occasions these duties are not to leave the Station until properly relieved.
- Dress 11. All Station duties to appear at Court or when leaving the Station for duty of any kind dressed as if for street duty.
- Prisoners' food 12. Food or clothing brought to Station for prisoners to be carefully examined so that no liquor, or other improper articles may be concealed, and to be conveyed to prisoners by the Police only. No intercourse to be allowed between prisoners and their friends, except by permission of the Officer in charge of the Division.
- Hours for meals 13. Station duties will not be allowed more than 1½ hours to any one meal.

SUSPENSION.

1. In serious cases of misconduct on the part of the Police, such as being unfit for duty from the effects of liquor, the Officers on duty will suspend the Constable until the decision of the Chief Constable can be obtained. When necessary

2. When a man is suspended he is to give up his uniform and appointments, if directed to do so by the Officer in charge of his Division. Uniform, etc. may be called in

TELEPHONES.

1. Telephone communication being established between the Headquarters and each Division, the instruments are to be used for Police purposes only. For Police purposes only

2. This duty is to be performed by the Officers on Division duty, or, in their absence, by Station duty men. By whom attended to

3. No person is to touch the instruments except those authorized to send messages. Others not to use them

4. No messages are as a rule to be sent or received by telephone except on business connected with the Police service, but it is to be understood that messages should be transmitted which do not admit of delay, such as a summons for a doctor or other person urgently required, the intention being to accommodate the public consistent without interfering with the Police duties. Urgent messages for the public may be sent

5. In making arrests upon communications received by telephone, the utmost caution should be observed and the Police should be satisfied that the message is from some known responsible person; and it will be much better if such person is an offi- Arrests through telephone instruction to be made with care

cial concerned in the administration of justice, and that the charge mentioned, and the circumstances of the case as to locality, etc., are of such a nature as to afford reasonable grounds to justify an arrest.

TEMPER.

- | | |
|---|--|
| Under perfect control | 1. A perfect command of temper is absolutely indispensable in the proper discharge of Police duty. |
| Harsh language and rudeness not permitted | 2. Harsh language on the part of Constables to citizens and persons in custody is not permitted. Constables, if rudely treated themselves, are not justified in retaliating. All duties must be performed with firmness, but at the same time with moderation. Words in themselves not objectionable frequently give offence from the tone of voice in which they are uttered. |
| Keep cool | 3. A Constable must not allow himself to be moved or excited by any language or threats, however insolent; the cooler he keeps himself the more power he will have over his assailant. |
| Idle remarks | 4. Idle or silly remarks are unworthy of notice, and if the persons making them see that they have no effect upon the Constable, they will soon leave off. |
| Forbearance | 5. Forbearance and moderation will always be appreciated by the public and the Police authorities. |
| Bad language to be reported | 6. Members of the Force making use of obscene, blasphemous or insulting language, or swearing, are to be reported to the Chief Constable. The Police must govern themselves so as not to commit offences, the suppression of which is imposed upon them by law. |

TRANSFERS.

1. Transfers from one Division to another are Permissible permitted, if satisfactory reasons are assigned, and the Officers in charge there have no objections, subject to the approval of the Chief Constable.

2. If the transfer is approved it will appear in In Orders Police Orders.

3. Constables urging persons unconnected with the Police to interfere with the Commissioners or Chief Constable with respect to transfers or other duties, will be considered guilty of disobedience of orders. Outside interference

GENERAL INSTRUCTIONS.

Every member of the Police Force shall observe the following rules and regulations:

1. He shall devote his whole time and attention to the business of the department. Whole time to be devoted

2. He must, although on duty for certain allotted hours on ordinary occasions, be prepared to turn out on duty at all times when his services are required; the maxim being, that a **Policeman is considered as always on duty.** Always on duty

3. He must, although specially appointed for a particular locality, be ready to act wherever else he may be required, the sphere of his duties being the whole City. Sphere of duties

- Civility 4. He must be quiet, civil, and orderly in his conduct and deportment towards the public, and courteous to other members of the Force.
- Temper, patience, etc. 5. He must perform his duty with decorum, temper, patience and discretion, and at the same time with energy and courage.
- Language 6. He must refrain from harsh, violent, coarse, profane or insolent language.
- Neatness 7. He must, when on duty, be neat in his person—have his clothes and boots clean, and wear his dress in conformity with the regulations.
- Hair to be kept trimmed 8. He shall keep his hair properly cut so as to appear smart and clean. The beard must not conceal the number or letter on collar or coat.
- Prevent a breach of the peace 9. He must to the utmost of his power prevent the commission of assaults, breaches of the peace, and all other crimes or offences about to be committed.
- Restore peace 10. He shall, on the occurrence of any serious disturbance, consider it his first duty to restore peace if possible by moderate efforts or persuasion, and to disperse the crowd; if these fail, the offenders must be dispersed by force, and the principals therein arrested.
- Coolness and firmness 11. He must act with coolness and firmness in all cases. In times of extreme peril, the Police must act together, and protect each other in the execution of their duty; whoever shrinks from danger or responsibility at such a time will be discharged as unworthy of a place in the service.

12. He must always when on duty, whether in the Station or Police Office, in the Court or in the public streets appear in proper uniform, unless, in consideration of the public interest, the Chief Constable shall otherwise order.

Wear uniform on duty

13. No member of the Police Force, whether off or on duty, in uniform is permitted to smoke in any public place.

No smoking in uniform

14. Members of the Police Force are not to attend theatres or other places of amusement in uniform except when on duty.

Uniform off duty not to be worn at theatres, etc

15. Constables are not to attend theatres or other places of amusement, even in plain clothes, without obtaining leave to do so from the Officer in charge of their Division. Such leave will only extend to the particular time and place for which it is asked.

Leave to attend theatre necessary

16. The Force will attend drill regularly at the appointed time and place. No leave will be granted from drill except in case of sickness, or for very urgent reasons.

Attend drill

17. Any one in the Police Force borrowing money from a tavern or saloon keeper is liable to be dismissed.

Borrowing from a saloon keeper

18. Any Sergeant or Superior Officer borrowing money from any one below him in rank is liable to be dismissed, and any one lending money to his superiors is to appear before the Commissioners to answer for his misconduct.

Superior borrowing from an inferior

19. The Police are punished for misconduct by the infliction of fines; such fines are deducted on

Fines put in orders

the pay sheets, and read from the Police Orders to the men when paraded for duty.

Elections
not to be
influenced

20. No member of the Force shall, by word, message, writing, or in any other manner, endeavour to influence any elector for any municipal or other election, nor interfere at any election, or make use of his position or influence thereat, except to discharge his official duty.

Attend
Divine
Service

21. The Police are, as much as possible, to be encouraged to attend divine service, both by precept and example of the superior Officers.

Natural rest

22. No indulgence will be granted in giving time off to Constables on the plea that they have attended Court in the morning, nor will that plea be accepted as an excuse for dereliction of duty. Constables neglecting to avail themselves of the time at their disposal for rest and sleep, and spending a large portion of their time in walking about the streets are to be reported to the Chief Constable.

Daily orders
to be read
on parade

23. The daily Police orders are to be read to the men when parading for duty by the Sergeant on duty. The general orders and regulations specially affecting Police Constables and their duties are to be read and explained to the men, especially to young Constables, by the Officers of the Division to which the Constables are attached.

Obedience
to orders

24. The Police orders are to be strictly obeyed by all ranks of Police.

PART II.

DEPARTMENTAL REGULATIONS

DETECTIVE DEPARTMENT.

THE INSPECTOR.

1. The Inspector, who shall be designated the "Inspector of Detectives," shall have control and direction of the department, subject to the Chief Constable, to whom he shall be responsible for the efficient discharge of the duties of his office.

The Inspector to direct department

2. He shall be responsible for the good conduct, efficiency and discipline of the staff under him, and will report to the Chief Constable any member guilty of misconduct, or the violation of any of the rules of the department or the regulations of the Force, or whom he may find not possessed of the necessary qualifications or ability for the efficient discharge of his duties.

Responsible for the staff under him

3. He shall keep the Chief Constable fully informed upon all matters engaging the attention of the department, and be prepared whenever called upon to furnish particulars of the individual cases, together with full information as to the action taken thereon.

Keep Chief Constable fully posted

Responsible for criminal records 4. He shall be responsible for the proper keeping of the criminal records of his department, and that the photographs of criminals collected from time to time are carefully fyled, and that no improper use is made of them.

Accountable for property received 5. He shall see that all property coming into the possession of the department is promptly entered in the Property Book and accounted for, and that all the books of the Department are carefully written up daily.

Prepare an annual report and statement 6. He shall make out the annual report of the department as soon as possible after the close of each year—accompanying the same with a comparative statement of the work of the individual members, together with such other information and statistics as the Chief Constable may require.

SERGEANT OF DETECTIVES.

Sergeant's hours of duty 1. His hours, and duties (in addition to those laid down here) shall be such as may be fixed from time to time by the Inspector and approved by the Chief Constable.

Have charge of department in absence of Inspector 2. In the absence of the Inspector from the city, or through illness, he will have charge of the Department, and while acting as the head thereof will be directly responsible to the Chief Constable for the efficient performance of all the duties pertaining to the office.

Supervise departmental work 3. He shall at all times exercise a careful supervision over the work and conduct of those connected with the department and report promptly to the

Inspector any carelessness, incivility, dereliction of duty, or misconduct of any kind coming to his knowledge.

4. He shall examine the books and records of the department from time to time and report to the Inspector any carelessness or irregularities in the keeping thereof. He shall also exercise a supervision over the property-room, and see that it is kept clean and orderly, and that the property stored therein is protected as much as possible from damage by vermin or otherwise.

Report upon books, records and property

5. He shall see that the offices set apart for the use of the department are at all times kept clean and orderly, that no lounging in or about them by those unconnected therewith is permitted, that no loud talking or unseemly conduct of any kind is indulged in, and that every facility is afforded the public for the transaction of their business with the department.

See that order and regularity is observed in office

6. Unless otherwise ordered he will attend the Police Court daily and see that the cases in the hands of the department are properly prepared and the evidence promptly submitted, and that the business of the Court is facilitated as much as possible, in order that the attendance of members of the staff may not be unnecessarily prolonged.

Attend the Police Court

7. He shall visit the licensed second-hand shops at intervals and inspect the books in which purchases are registered, and see that they are properly kept and that the signatures of the visiting Detectives are entered according to the regulations.

Visit second-hand shops

DETECTIVES.

Detectives' rank

1. Detectives will rank over all Constables of the Force, but may be sent back to regular Police duty at any time without formal charge or trial should the character of their work or their conduct prove unsatisfactory.

General conduct to be observed

2. As considerable latitude must necessarily be allowed members of the Department in the performance of their duties they are particularly cautioned against practices calculated to destroy public respect and confidence. Among the things to be specially guarded against is the use of slang expressions and unseemly language, frequenting bar-rooms for the purpose of drinking, and smoking about the streets, especially during the day-time.

Allotment of work

3. The work of the Department will be allotted to the members thereof by the Inspector personally, or through the Sergeant. While this is laid down as a general principle and will be adhered to as closely as possible, it is not to stand in the way of members taking prompt action in all matters coming to their knowledge in which prompt and immediate action is necessary. Members taking action in such cases will report all the facts with as little delay as possible afterwards to the Inspector who shall have the right to continue such member on the case or to make such other assignment in connection therewith as he may think proper.

To be provided with a badge

4. Each member will be provided with a badge inscribed "Calgary Police Detective," which will be worn at all times in a concealed place. This badge will be produced and shown whenever the identity or authority of the wearer is called in question.

5. The services of the Department will, as far as possible, be confined to legitimate detective work. Applications for assistance in all cases not strictly within this category will be referred to the Inspector.

Restriction
of services

6. Members are forbidden to answer communications from parties outside the Force with reference to the working of the Department, arrests made, records of criminals, missing people or property, applications for assistance, etc., etc., all such communications must be referred to the Inspector.

Forbidden
to give
information

7. Members going out of the city for prisoners or on other business for the Department shall, immediately on their return, furnish the Inspector with a detailed statement of their personal expenses, also the expenses connected with the arrest and transport of the prisoner.

Statement
of expenses
to be
furnished

8. Officers coming to the city from other jurisdictions who require the assistance of the Department will be referred to the Inspector, or in his absence to the Sergeant, who will see that the necessary assistance is furnished. Members detailed for duty of this nature will keep the Inspector informed of the progress of the case and will also report the final results.

Outsiders to
be referred
to Inspector

9. Members of the Department when about through the city will use the telephone system frequently for the purpose of communicating with headquarters in order that they may receive prompt information of all important reports. Special attention will be paid to this rule by acting detectives in outlying divisions, and all members of the Department when going off duty for the night will report at headquarters personally or by telephone from the nearest Police Station or telephone box.

Use tele-
phones

Property to
be dealt
with

10. Property coming into possession of the Department shall be promptly ticketed and handed over to the Property Clerk, and if necessary an occurrence made. The detective who finds or recovers the property shall be responsible that this is done.

Final
disposition
of it

11. On the final disposition of cases before the courts, any property involved, if produced in court, shall be returned to the Property Clerk, who will be responsible for its return to the owner.

Information
to be given
to the
Crown
Prosecutor

12. It shall be the duty of members of the Department having charge of cases coming before the courts to see that the Crown Prosecutor is put in possession of all the information necessary to their proper conduct.

Withhold
suggestions
till asked for

13. Detectives will refrain from offering suggestions or giving information, other than their evidence, unsolicited to the Court. All information with reference to cases under consideration, application for remands, etc., etc., should be made through the Crown Prosecutor or an Officer of the Department; in the absence of these then each Detective will be responsible for the management of his own cases.

Details of
office duty

14. One member of the staff will be detailed for office duty daily coming on at 9:00 a.m., and remaining on for 24 hours with intervals for meals. During this tour of duty he will not leave the office except when relieved or when answering an urgent call. He will receive all reports made at the office, make out the necessary occurrences, answer all enquiries and telephone calls, transmit important occurrences to outlying stations by telephone, and see that the work of the office is promptly attended to. He shall

be responsible that the office is kept neat and orderly, and that no smoking or unseemly conduct of any kind is permitted therein.

15. Should he receive an urgent call when alone in the office, he shall, before leaving the building, acquaint the operator of the fact, stating where he is going and the probable length of time he will be absent. He will also notify the operator of his return.

When called away notify operator

16. At midnight, if all is quiet, he will be permitted to retire to the Detectives' sleeping apartment for the remainder of the night, unless his services should be required in the meantime.

When to retire to rest

17. On the following morning he shall direct the attention of the relieving Detective to any important occurrences reported during the night, stating what action, if any, has been taken in connection therewith.

Post successor on what has transpired

18. The Detective detailed to visit the pawn and second-hand shops shall make himself thoroughly familiar with the contents of the Occurrence Book, making notes in his memorandum book of property reported lost or stolen in order that he may the more readily recognize it if found. The search of those places must be thorough and at the same time will be conducted with as little discomfort and trouble as possible to the keepers.

Duties in connection with pawn and second-hand shops

19. He shall examine the books in which second-hand dealers register their purchases, and on the occasion of each visit shall sign his name on the line immediately below the entry of the last purchase, giving the date and hour of his visit.

Examine second hand dealers' books, etc.

Constables
acting as
detectives

20. Constables detailed for Detective duty shall, while acting as such, be attached to and governed by the rules of the Detective Department. If attached to Divisions, they shall report for duty at their respective Stations every morning at such hour as may be appointed and will proceed at once to investigate any reports made during the previous night that require immediate attention, and unless otherwise ordered, will report to the Inspector of the Department for instructions daily at 9:30 a.m. After being dismissed by the Inspector they will return promptly to their Divisions and will apply themselves diligently to the investigation of all matters reported there requiring their attention, and while about through their Divisions will utilize the telephone system for communicating as frequently as possible with their stations and the headquarters of the department.

Monthly
reports

21. Members of the department shall make out on the printed forms supplied for that purpose, not later than the 4th of each month, a full report of their work during the preceding month, giving the number of arrests made and the disposition of each case, together with a list of the property recovered and the estimated value thereof.

STAFF DEPARTMENT.

Inspector
directs
and is
responsible

1. This Department will be under the immediate direction and supervision of the Staff Inspector, who will be responsible to the Chief Constable that the duties pertaining to this branch of the Police service

are strictly and intelligently discharged. He will be specially charged with the enforcement of laws relative to:

Sale of liquor illicitly.

Houses of ill-fame and assignation.

Gambling and lotteries.

Prize fighting.

Baby-farming.

Indecent exposure.

Cruelty to women, children and animals.

Desecration of the Sabbath.

Decency and morality.

Newsboys and bootblacks.

Special
duties

2. He will investigate and deal with reports and complaints of a domestic nature, and will be prepared to tender advice and assistance in such cases when his position as a Police Officer will enable him to do so.

Deal with
domestic
complaints

3. He will prepare information and procure summons or warrants, causing the same to be served or executed as may be required.

Procure
summonses

4. He will keep a record of all cases reported and attended to by his Department in a book for that purpose, stating the action taken in each case.

Keep a
record

5. He will have the co-operation and assistance when necessary of all members of the Force in his departmental duties, subject to the direction of the Chief Constable.

Force to
assist him

6. His office will be open to the public from 9 a.m. till 5 p.m., but the hours to be observed by himself and his subordinates will depend upon the work to be done.

Office hours

PART III.

GENERAL DUTY OF THE POLICE

Towards THE PUBLIC.

ACCIDENTS.

Assistance
to be
rendered

1. In all cases of accident or illness in the streets, the Police are to render every assistance in their power, by sending for medical aid if necessary, and removing the sufferers to their homes or to the Hospital. The Ambulances and Patrols are available for this purpose.

Name or
number to
be given

2. The name and number of a Constable or Sergeant who witnesses an accident, may be given to the person injured, or to a friend, if asked for.

Particulars
to be
reported

3. Full particulars of accidents or illness in the streets are to be entered in Duty Book, and on the Morning Report.

When fees
are payable
by the
Police

4. When the Police have summoned medical aid to an indigent person unable to pay for the service rendered, the Doctor is to be informed that the Department will only be responsible for the fees in the first instance, and not for subsequent visits.

ACROBATS.

Acrobats performing in the streets are to be cautioned against causing danger, obstruction or annoyance. If they persist in doing so, their names and addresses will be taken and a summons applied for.

Not allowed to cause danger or obstruction

ADVERTISEMENTS.

1. The Police are to notice all bills or placards posted up, and pamphlets or handbills distributed in the streets; and anything of an obscene, immoral, sensual, offensive or obstructive nature, is to be reported to the Chief Constable. If possible, a copy of such bills is to be obtained and submitted with the report.

To be noticed, and if illegal to be reported

2. The Police shall not post up any bills or notices except by order of the Chief Constable.

Posting without authority prohibited

ANIMALS.

1. If anyone incites or suffers any animal to act in the streets, so as to cause danger, obstruction, or put in fear any person, horse or other animal, he is to be cautioned to desist, and if he refuses to do so, his name will be taken and a summons applied for; if the offence is of a serious nature, such as dangerous wounding, he should be arrested at the time.

Not to be permitted to cause danger

2. Animals found wandering at large in the streets are to be impounded.

If at large to be impounded

3. Dead animals lying in the street are to be reported by telephone for removal.

Dead animals to be reported

- Cruelty to
be reported
4. Cases of cruelty to animals by drovers or others are to be reported in order that the parties may, if it is considered advisable, be cautioned or summoned.
-

AREAS.

- To be
examined
1. The Police are to notice areas and area gates left open at night, and see that parties are not loitering or concealed therein.
- Suspicious
persons
arrested
2. Suspicious persons seen to loiter about are to be cautioned, and if they persist in remaining, they are to be arrested.
-

ARRESTS.

- When
arrests may
be made
1. The Police are not to arrest or unnecessarily interfere with any person unless some specific act has been committed by which the law has been broken. To deprive a person of liberty is a serious matter and great discretion is to be used, particularly in cases of minor importance.
- Discretion
is to be used
- When
arrests with-
out warrant
must be
made
2. A Constable has the power and it is his duty to arrest without a warrant any person committing or attempting to commit in his presence or within his view a breach of the peace, felony, or an offence punishable upon indictment or summary conviction; also any person he may find lying or loitering in a highway, yard or other place, during the night, and whom he has good cause to suspect of having committed or being about to commit a felony.

3. When a Constable pursues a person who has committed a felony, it is his duty to follow the criminal into any house or building, after first stating his office and reasons for demanding admission, which, if refused, the Constable may obtain by force, if necessary, to effect the arrest.

Pursuit of
Criminals

When
forcible
entrance is
permiseable

4. In arresting a person no more force shall be used than is necessary to ensure the safe custody of the prisoner, or for overcoming any resistance that may be offered.

Unneces-
sary force
not to be
used

ASSAULTS.

1. In cases of affrays in the streets, assaults upon the Police, attempts to rescue, or obstruction to Police in the performance of their duty, it is not desirable that persons should be taken into custody at the time, if they are known to the Police, and can be arrested afterwards on warrant.

Arrests for
assault are
to be made
on warrant
when parties
are known

2. When persons reside at a place, or their residences are known, it can rarely be a proper step for the Police to take them into custody during the excitement of an affray or disturbance, and when resistance by others, as well as by the persons themselves, may be caused by the attempt to take into custody. This does not apply to those cases in which it is necessary to take persons into custody in order to put an end to a disturbance, or prevent acts of violence being committed.

When ar-
rests should
be made
without a
warrant

3. When a person escapes into his own residence or lodging, or any place where he may be found or traced from afterwards, forcible entrance to arrest him then on a charge of assault, disturbance or the

Forcible
entrance
without a
warrant not
desirable
for assaults

like is not to be resorted to; a warrant is to be applied for as soon as possible.

Witnesses
may be
summoned
to give
evidence

4. When Police are assaulted and assistance is rendered them by persons not in the Police, or if witnessed by persons, if such persons do not attend the Police Court, and are known to be able to give any important evidence, the Magistrate before whom the case is heard is to be so informed, that he may, if he think proper, summon them to give evidence.

Interfer-
ence
between
man & wife
undesirable

5. The Police are not to interfere unnecessarily between a man and his wife who are quarrelling, and unless it is absolutely necessary to prevent serious violence to either party, or public disturbance.

AWNINGS.

1. If awnings or other projections are set up or continued so as to cause obstruction or annoyance in any thoroughfare, the Police are to call the attention of the occupant or proprietor to the case; and if the nuisance is not removed, a report is to be made of the case and a summons applied for when necessary.

Not all wed
to be an
obstruction

BEGGARS.

1. Begging in the streets is prohibited under the by-law relating to Vagrants. Mendicants are to be taken into custody when found soliciting alms, after being cautioned to desist.

To be
arrested
after being
cautioned

BICYCLES.

1. All persons are prohibited from riding bicycles, tricycles, or other form of velocipede on the sidewalks, and the Police will take the names of those found breaking this by-law.

Not to be
ridden on
the side-
walks

BROTHELS.

1. The Police will observe all places of this nature on their beats, and report the same to their Officers, with the names of the keepers and frequenters thereof.

Keepers and
frequenters
to be
reported

BUILDINGS.

- When unsafe to be reported 1. The Police will take note of all buildings, structures, erections, etc., that may seem unsafe or dangerous to the public, and a report thereon will be sent to the proper quarters.
-

BURGLARY.

- What constitutes 1. The breaking into or breaking out of occupied premises between the hours of 9 p.m. and 6 a.m. constitutes the offence of burglary.

- When committed, how to act 2. When a burglary has been committed, a superior Officer is to proceed at once to the premises, and obtain all the particulars as to the entry, description and nature of the property stolen, and also as to any suspicious persons seen loitering near. If necessary, these particulars are to be telephoned at once to all Stations.

- Inquiries to be made 3. Immediate inquiries are to be made in the neighborhood, and any clue which may be obtained is to be followed up by the Detectives, with a view to discover the thieves and recover the property.

- Particulars to be reported 4. The full particulars are to be entered on the Morning Report, in the following order:—

- (1) The hour and place;
- (2) Name and address of proprietor or occupant;
- (3) The property stolen accurately described;
- (4) Estimated value;

- (5) The circumstances and manner in which the offence was committed, and names and descriptions of offenders, if known or suspected;

(6) Remarks in explanation;

(7) Police Constable on beat;

(8) Whether forwarded to Stations, and at what time and by whom.

5. Burglaries at stores in which there are valuable goods, such as silks, jewellery, etc., are frequently committed between Saturday night and Monday morning; special measures of precaution should therefore be taken by the owners; extra vigilance observed by the Police at these times, also on holidays and during processions, when thieves are very often successful in entering shops and houses unnoticed. When it may be desirable to place Constables on special duty over any particular locality or premises, the Chief Constable's sanction must be obtained.

When special precautions are advisable

CARRIAGES AND CARTS.

See **Vehicles.**

CATTLE.

See **Animals.**

CHARGES.

1. When prisoners are brought to Police Stations and charged with any offence, the statements of persons charging, of witnesses, and of Police, are to be made to the Officer on duty, in the presence and hearing of the prisoners.

To be laid in prisoner's presence

Reasonable grounds to be ascertained

2. The Officers on duty at a Station are, before receiving a charge, to ascertain that there is reasonable ground for preferring the complaint against the accused; and unless the circumstances be such as to entitle the accuser to be believed (especially if the accused party be known and can be proceeded against by summons), he is not to be detained in custody.

Of assaults on Constables to be investigated

3. Charges by Constables of assaults on themselves, or of obstruction in the execution of their duty, are to be strictly investigated at the Station, and discouraged, especially when persons are known, so that a summons or warrant may be afterwards obtained.

Complainant only in cases of felony or misdemeanor to be enquired of

4. When a person is brought to the Station accused of having committed a felony or misdemeanor, and there is reasonable ground for preferring the complaint, inquiry is only to be made of the person who prefers it, and is not to be made of any other persons, although they may be cognizant of the facts, and may be heard as witnesses in a subsequent stage of the proceedings before the Magistrate. For this purpose their name and address, if they are in attendance at the Station, are to be entered on the charge sheet.

The Constable's evidence to be corroborated

5. The Officer taking a charge which appears to rest on the evidence of one Constable, is always to make inquiry whether there is any other witnesses in the Police or not, or other corroborative evidence; and if so, the additional witnesses are to attend before the Magistrate.

6. The Officers who enter charges are to make such inquiries then, or previous to the case being sent before the Magistrate, from the Constables or Sergeants concerned in making the charge, as will enable them to give proper direction that the requisite witnesses shall be in attendance at the Police Court when the case is heard; and also that all inquiries shall be duly made by the Police to support the charge, with a view to bringing forward any additional evidence that can be discovered. Each Constable concerned as witnesses or otherwise in a charge, is to bring forward the necessary witnesses, and to use all exertions to have the circumstances of the case fully stated, and to afford every facility to the Magistrate in carrying on the investigation at each hearing, if the case is remanded from time to time.

Preliminary inquiry from Police desirable for attendance of necessary witnesses

7. In all charges of a serious nature in which special inquiries are necessary to be made, a Detective Officer will be employed.

When a detective shall be employed

8. When a person is brought to a Police Station for any alleged offence, and from any cause the charge is not received, an entry of the particulars will be made in the report of the Officer on duty at the time.

The detention of a person not charged to be noted

9. Charges against members of the force for misconduct or breach of the regulations will invariably be in writing, and an opportunity will be afforded to the person charged to reply to the charge, which reply or explanation will always be signed by him.

Charges against constables to be made in writing

CORONERS' WARRANTS.

Where only received 1. A Coroner's warrant is only to be received at Headquarters, where an entry of such warrant will be made in a book kept for that purpose, with the time of its being received.

Inquiry to be made, subpœnas, etc., will be issued 2. Inquiry is at once to be made into the circumstances of the case and the result reported to the Coroner whose warrant is filed, together with the names of those persons who may be required as witnesses. Upon receipt of this information, the Coroner will issue blank summonses for the jury, and the necessary subpœnas.

Action not to be taken till the Coroner issues forms 3. The warrant will then be dispatched to the Station, from which a Constable is to be detailed to summons the jury, but no action is to be taken in this respect unless the necessary forms are issued by the Coroner for summoning the jury.

When a second warrant may be received 4. If a second warrant should be offered for the same case, it will not be received until the first warrant has been withdrawn or an inquest held.

COMPLAINTS.

Complaints to be taken down in writing 1. The statement of any person making a complaint against the Police at a Police Station is to be taken down in writing and submitted to the Chief Constable. The complainant may be requested to sign the statement.

Complainants not to be referred from one station to another 2. Persons wishing to make a complaint are not to be referred to any other Station. When a person comes to the Station to make a complaint against the Police of another Division, the Officer on duty

is to take down the statement in writing at once without referring the person complaining to the Station of the Division to which the party complained of belongs. He will then forward the complaint to the Station to which the Constable belongs, and the Officer in charge of that Division is to submit it to the Chief Constable.

3. In all cases of complaint made against Police, the Officer taking down the complaint is to ascertain from the person complaining, whether he is willing to make his charge before the Chief Constable. Complainants to be ready to appear before Chief Constable

DEAD BODIES.

1. Dead bodies of persons found in the streets or in the rivers are to be removed to the nearest undertaker, public house or other place where they would be received. Removal

2. When a dead body is conveyed to the undertaker or other place by the Police, the face is to be covered. Bodies to be covered

3. When a body apparently dead is in the hands of the Police, medical aid is to be sent for as soon as possible. If there can be no doubt that life is extinct, medical aid is not to be sent for. When medical aid is to be summoned

4. In cases where persons are found dead and not identified, a full description of the body, dress, etc., is to be entered in the Occurrence Book of the Division in which such body is found, and forwarded to the other Stations. Description to be taken down

When
bodies may
be photo-
graphed

5. When dead bodies are found and not identified, the Chief Constable may order a photograph to be taken with a view to proving future identity, if such a course be deemed desirable.

DEPOSITIONS.

Depositions
to be read
before
signature

1. The Police are not to sign a deposition at a Police Court unless previously read over to them, and known to be an accurate statement of their evidence.

Note of
evidence
to be made
and kept

2. When Police are concerned in cases sent for trial, notes of evidence given by them in their depositions before the committing Magistrate are to be made and kept, in order that they may refresh their memory before being called upon to give evidence at the trial.

DISTRAINT OF GOODS.

When
police may
intervene

1. In cases where a distraint is made for non-payment of rent or any other cause, or disputes arise between persons as to ownership of property seized under legal process, the Police are not to give assistance to either, or interfere between them on any pretence whatever; nor to enter the house, or the premises unless it is necessary to prevent an immediate breach of the peace, or to quell a disturbance that has actually arisen; and are on such occasions merely to take offenders into custody, as they are authorized by law to do.

Constables
not to leave
their beats

2. Constables are not to leave their beats for duties of this kind. Should they be applied to for that purpose they are to explain to the party that they cannot do so, and refer him to the nearest Station.

3. The Officer on duty at the Station is, when satisfied that the aid of the Police is required, to grant such as appears necessary. Aid to be sent from the station

4. If application is made for Police aid to prevent a breach of the peace when an entry is to be made into any premises, directions are to be given that force used is a breach of the peace, and the Police are immediately to interfere to prevent it. Breach of the peace to be prevented

DOGS.

1. The Police will assist in enforcing the provisions of any by-law or legislative enactment with reference to dogs, copies of which they will be supplied with. By-laws to be enforced

DRIVING AND RIDING.

1. Furious or immoderate driving or riding in the streets, parks, etc., is contrary to law, and is to be prevented by every possible means by the Police taking the names of the persons, that summonses may be issued. When immoderate to be prevented

2. If necessary to prevent danger at the time, the Constable is to arrest the person offending, as for instance in case of drunkenness. When arrests may be made

DRUNKEN PERSONS.

1. When the interference of Police becomes necessary, a drunken person may be taken into custody and charged at Police Station; and under no circumstance is a Police Constable to leave his beat to conduct such a person to his home or elsewhere, except by the order of an Officer. May be arrested
Constables on beat not to escort drunken people home

When able to take care of themselves and act properly not to be arrested 2. Persons under the influence of liquor who are able to take care of themselves and do not act in an unseemly or disorderly manner in the streets are not to be arrested, unless it should appear that they are likely to be robbed, assaulted or frost-bitten.

When only apparently drunk, how treated 3. Persons are sometimes found insensible in the streets, in reality suffering from apoplexy or other natural causes, the symptoms of which give them much the appearance of persons under the influence of liquor. In all such cases the first thing to do is to try to arouse them by gently shaking them; if that fails, the neckcloth and collar are to be loosened and the head raised a little by which means breathing is made easier; and care must be observed in conveying persons apparently drunk or insensible to the Stations.

To be visited in cells 4. Drunken prisoners are to be visited and spoken to in the cells every half hour, and if they become insensible and cannot be aroused, medical aid is to be sent for.

ELECTIONS.

Peace to be preserved 1. Officers in charge of Divisions shall, on the occasion of an election or political meeting, detail a sufficient number of men to preserve the peace and repress disorder.

Police to keep together 2. The Police on these occasions shall keep together apart from the crowd and be careful not to interfere unnecessarily.

Right to vote but not to use their position 3. It is to be understood that while the Police may exercise their right of voting like other citizens, they are not to use their position as Constables to influence elections or political conventions.

ELECTRIC LIGHTS.

See Gas Lamps.

EVIDENCE.

1. The Police are to give evidence with the strict-est accuracy; questions of the highest interest are decided, and the administration of justice must in a great measure depend on the trustworthiness of their evidence. Accuracy to be strict

2. They are habitually to make accurate observation of all matters relating to duty that they may be able, if required, to state all the circumstances Close observation to be habitual

3. Notes should be made by them, at the time, of the particulars of a case, to refresh the memory, if called on to give evidence. Notes to be taken

4. They are not to suppress or overstate the slightest circumstance, with a view to favor one person or from ill will to either side. Suppression or overstatement to be avoided

5. They are to endeavor, as far as possible, to feel indifferent as to the results of cases, and they perform their duty best by stating accurately and without malice or favour all the particulars they know. Result to be immaterial

6. When the Police are sufferers from injuries received, and are giving evidence against those whom they believe to be guilty, it is especially necessary that they should not allow any feelings or wishes as to the decision of the case to influence them. When animus should not be apparent

7. Greater weight will always be given to the evidence of Police, if they state fully and without passion all they know, and make it evident that they are speaking the whole truth. Weight of evidence

- Withhold nothing 8. They are to be especially careful to state all they know upon the first occasion, for if they afterwards add to their evidence in any material point it is naturally looked on with mistrust, and is open to suspicion either as to accuracy or veracity.
- Untruthfulness involves dismissal 9. Any of the Police who wilfully depart from the truth are utterly unfit for the service, and will be immediately dismissed.
- Keep to the point 10. The Police are not to enter into conversations or statements, when before a Magistrate, upon any matters except such as the charge under investigation makes it their duty to mention.
- Unsatisfactory evidence to be reported 11. If the Police give improper or unsatisfactory evidence, or any remarks are made respecting the evidence of Police by Judges, Magistrates, or Juries, the Inspector or Sergeant present is to report full particulars to the Chief Constable the following morning.

EXPENSES.

- An account to be kept and vouchers produced 1. In cases where expenses are incurred by Police employed on ordinary or special Police duty, an accurate account of all such expenditure is to be kept by the Police Officer incurring the expense, and vouchers showing the full particulars of each item are to be handed as early as practicable to the Chief Constable, who is to certify that each amount expended or charged is necessary and reasonable.

FELONY.

- Definition of 1. Felony consists of those crimes which, upon conviction, would render the person committing

them liable to death or imprisonment in the Penitentiary, Prison, Reformatory, or Jail, such as Murder, Rape, Manslaughter, Arson, Burglary, Highway Robbery, Larceny, Embezzlement, Wounding.

Offences included

FIRES.

1. When a Constable discovers a fire he is to give an immediate alarm to the inmates of the house and the neighbors, and then hasten to the nearest box and sound the fire alarm, remaining a while to direct the firemen to the spot.

First duty on discovering a fire

2. Upon any alarm of fire within a Division, it becomes the duty of the Division Officers to repair to the spot, render all the assistance in their power, take control of the Police assembled, and send for such assistance as may be necessary. A certain number of men in each Division will be instructed to leave their beats to do duty at fires, to which they are to proceed as quickly as possible.

Division Officers to attend fires, also certain Constables

3. The Police are to clear the street or ground in the immediate vicinity of the fire, of all persons not usefully employed, taking care that all adjoining streets, as far as may be practicable, are kept clear of all obstructions by crowds or vehicles, etc., so that the arrival of the firemen may not be delayed, or those on business obstructed. The Police will be furnished with ropes, which they will extend across the streets in order to facilitate the keeping clear of the necessary space in the vicinity of the fire.

Ground to be kept clear

4. The Police will be vigilant in protecting property left exposed, and will only permit respectable people to enter a house in order to save life or property.

Exposed property to be protected

When and to whom to give adm'n

Particulars to be reported 5. The particulars relating to all fires will be entered in the morning reports.

FIREARMS, ETC.

By-laws to be enforced 1. The Police will enforce the provisions of the By-law with reference to bonfires, discharging firearms, etc., within the city. Also the provisions of the Dominion Act, 40 Vic. chap. 30. "against the improper use of firearms."

FOOD.

When unfit for consumption to be reported. Not to be thrown on the street 1. If the Police observe any meat, fish, fruit, vegetables, etc., apparently unfit for consumption as food sold or offered for sale in the streets by any person, the names and other particulars are to be obtained and a report made. If hawkers of fish, etc., throw the filth or refuse in the streets, they are to be summoned.

FOOTWAYS.

See sidewalks.

GAS LAMPS.

When out to be reported 1. The Police are to notice and report when coming off duty any of the street lamps or electric lights that are out of repair, or not properly lighted and cleaned, and information of any defect in this respect is to be reported to the proper authorities who have control of the street lamps.

GAMBLING AND GAMING HOUSES.

1. The Police will particularly note all suspected gambling houses, which are to be reported to the Officer in charge of the Division in which they may be situated. Suspected houses to be reported

HOOPS.

1. The attention of the Police is called to boys trundling hoops in the streets, parks, or thoroughfares where accidents or danger to passengers may be caused. All children trundling hoops in the streets are to be cautioned against doing so, and if they persist in rolling them after caution being given, the hoops may be taken from them. Not to be trundled on the streets

HORSES.

1. Constables are to be particular in noticing that horses are not left standing in the streets without being tied; the attention of the owner must be called to the neglect at once, and, if necessary, he must be summoned. Not to be left untied

ILL-FAME, HOUSES OF.

See **Prostitution.**

INDECENT OFFENCES.

1. A Constable should arrest any person who in any thoroughfare or public place exposes to view any obscene print or exhibition, or who wilfully, Obscenity in public involves arrest

openly or obscenely exposes his person. Charges of exposing the person are not to be lightly made, especially if it is supposed there is no improper motive.

When
a report
should be
made

2. The Police will report to the Chief Constable any obscene prints or pictures, etc., exhibited in shop windows, or for sale in a shop. If supposed immoral bills or books are offered for sale, copies are to be obtained, which, together with the addresses of persons selling them and their employees, are to be submitted to the Chief Constable for directions.

INSANE PERSONS.

To be ar-
rested when
at large

1. The Police are to arrest and charge before a Magistrate any person who is evidently insane, who is found wandering in the streets and not under proper control.

Not when
under con-
trol of
friends

2. If the Police are called on to take into custody an insane person who is under the control of friends, they are not to do so, but are to refer the persons applying to a Magistrate or the Mayor.

Assistance
to be
afforded

3. If an insane person becomes violent and likely to injure himself or his friends, the Police may assist in restraining him until the authorities can be communicated with.

INQUESTS.

Duties of
Constable in
attendance

1. The Constable officiating at an inquest is to assist the Coroner and preserve order; he is to remain in attendance until the Coroner leaves and he is to report the result of the inquiry.

2. The Constable is not bound or authorized to assist the Coroner further than by preventing a breach of the peace, if the Coroner is obstructed in the performance of his duty. To preserve order

3. The Coroner has by law the right to do all acts which are necessary to enable him to hold his inquest on the view of the body, and as incidental to this right he could break open doors to get at the body, and those who obstruct him in doing so are guilty of a misdemeanor, and a Police Constable who is present is bound to protect him, but only in the same way and for the same reasons as he is bound to protect any other person who is exercising a lawful right, whether it be a Bailiff who is distraining, or the Sheriff or his Deputy who is hanging a man. Beyond this the Constable as such has no right or duty. Legal powers of a coroner
Police protection

KEYS OF PREMISES.

1. The Police are forbidden to receive from any inhabitant or other person, or have in their possession, any skeleton or other key, for the purpose of visiting a house or premises for protection or calling up any one, without the permission of the chief Officer of the Division, who will report the matter to the Chief Constable. When keys are left in the doors of premises and taken possession of by the Police, the owners are to be notified as soon as possible. Not to be held by Constables without permission

KITES.

- Not to be flown on streets, etc. 1. The Police are to prevent boys flying kites in the streets, parks, or public places where danger or annoyance is caused.
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LEGAL AID.

- When required a report to be made 1. In cases in which it is considered necessary to procure legal aid, a report of the circumstances of the case is to be made to the Chief Constable.

- No recommendations permitted 2. No one in the Police Force is to recommend a prosecutor to employ legal aid in any case, or interfere in any way with procuring the same either for a prosecutor or prisoner.
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LOST CHILDREN.

- To be brought to station 1. When a child who is unable to tell where it lives is found and brought to a Police Station, a description of the child is to be at once forwarded to all Stations by telephone.

- Supplied with refreshments 2. If the child is not claimed within a reasonable time, necessary refreshment is to be given to it and charged.

- To be taken home or friends notified 3. When children are found and able to state where they live, they are to be taken home by the Police, or a message is to be sent to the parents without loss of time.
-

MALICIOUS INJURY.

1. The Police will do all in their power to prevent wilful or malicious injury to property such as defacing houses, fences, signs, etc., damaging trees, flowers, lamps, letter-boxes, etc., etc., and will deal promptly with anyone caught attempting to do so by arrest or summons as the case may require.

To be prevented by all means possible

MEETINGS, POLITICAL.

See **Elections.**

MILITARY.

1. If a soldier be in custody of the Police upon a charge of felony, he is to be kept in confinement, and treated in the same way as other persons, the charge being entered in the usual manner.

How soldiers charged with felony are to be treated

2. When a soldier is found drunk or disorderly, or incapable of taking care of himself in the street, he is to be taken to the nearest Police Station, and if his barracks are in the city, a memorandum in writing is to be sent to his barracks, and if an escort is sent for him he is to be given up.

When drunk how disposed of

MISDEMEANOR.

1. A misdemeanor is any crime less than a felony.

2. Amongst the most frequent cases of misdemeanor are those of drunkenness, disorderly conduct, breach of the peace, assault and battery, indecent exposure, begging on the street, and all

Definition of offences included

vagrants wandering about the streets and not giving a satisfactory account of themselves. If any of these offences are committed in the presence of a member of the Force he may arrest the offender forthwith and without warrant. In all other cases under the City By-laws, such as leaving horses untied on the street, furious driving, obstructing the sidewalk, scattering handbills, etc., the persons' names should be taken and a summons issued against him.

MISSILES.

Stone
throwing,
etc.,
prohibited

1. The attention of the Police is called to the dangerous practice of boys throwing stones and snowballs in the streets. Missiles of any kind are not to be thrown by catapult or any other means. Persons breaking the law in this respect are to be summoned.

NEWSPAPERS.

What information to be withheld from the Press

1. The Police are not to give any information whatever to persons connected with the press relative to duties to be performed or orders received, or communicate in any manner with the editors of newspapers on Police matters without the consent of the Commissioners or Chief Constable. The Officers of Divisions are to cut out and submit to the Chief Constable any extracts bearing upon the Calgary Police Force or the conduct of any individuals in 'it.'

What may be given and by whom

2. On reporters for the press soliciting information there can be no objection to the Officer on duty verbally communicating to them the number of arrests that have been made and the charges; but in

cases when, by the publication of information, the ends of justice are likely to be prejudiced, information is to be withheld. Constables will not give information themselves, but will invariably refer gentlemen connected with the press to the Officer on duty.

NUISANCES.

1. The Police are to report all deposits of garbage, filth, dead animals, stagnant water, and other things prejudicial to health, that come under their notice, and steps must be promptly taken for the removal of all nuisances causing obstruction, inconvenience, annoyance or danger to the public.

To be reported

OPEN AIR PREACHING.

1. The Police are not to interrupt or in any way interfere with persons preaching in the open air, unless actual obstruction of the public thoroughfare be caused at the time, or some specific nuisance to the public or persons residing at the spot be thereby occasioned.

Permissible if not obstructive

2. Persons committing such offences are to be civilly requested to move away; and in the event of their refusing to do so, their names and addresses are to be taken down and reported.

How to treat offenders

PARKS.

1. The Police on duty in parks will enforce the provisions of the By-laws governing the same, and do all in their power to protect the trees, shrubs, grass, seats, etc., from injury.

To be protected from injury

PICKPOCKETS.

To be
closely
watched

The Police will watch closely the movements of persons suspected of being pickpockets when seen in the vicinity of crowds and if there is any reason to justify their arrest they are to be taken into custody.

 PEDDLERS.

To produce
license
under pain
of arrest

1. Persons peddling goods, wares or merchandise must have the license required by law, which they are to produce on being required to do so by any Police Officer or Constable; and any person found peddling who shall neglect, after being required to do so, to produce his license, may be arrested and charged with the offence. This does not apply to persons who are peddling or disposing of goods manufactured in the city.

 POLICE COURT.

Respect to
Magistrate

1. The Police are to observe the utmost attention and respect towards the Police Magistrates at all times.

Avoid con-
versation

2. The Police are not to enter into conversation with, or make statements when before a Magistrate, except as evidence or respecting a case under investigation.

Money
payable only
to Clerk

3. Money or fees of any kind are not to be received by Police at Police Courts; such moneys are to be received only by the Magistrate's Clerk.

4. The Police concerned in cases for hearing at Police Courts, are to be punctual in attendance at the hour for transacting business, properly dressed, clean and neat in appearance.

Punctuality and neatness to be observed

5. If a prisoner, prosecutor or material witness, through drunkenness or other cause, is unfit to appear in Court, a report to that effect is to be made to the presiding Magistrate before the individual appears in the Court. The communication is to be made by the Officer on duty in Court.

Non appearance of a prisoner to be explained

6. Strict order and decorum is to be observed at Police Courts; and the passage and street approaches are to be kept clear and free from obstructions.

Order to be observed in and around Court

POSTAL BOXES.

1. The Police will keep a close supervision over all street letter boxes, and see that they are not tampered with either for the interception of letters or to injure the tell-tales, etc. If there should be reason to anticipate an attempt of either kind, a watch should be set to discover the offender.

Supervision of street letter boxes to be kept

PRISONERS.

1. In apprehending a person and making him or her a prisoner, no more violence is to be used than is absolutely necessary for the safe custody of the prisoner. In conveying persons arrested to the Stations, crowded thoroughfares are to be avoided as much as possible, and the prisoners taken along the back streets, where obstruction or annoyance is less likely to be caused.

Unnecessary violence to be avoided, also crowded streets

- Mode of arrest 2. The usual plan is to seize the arm and keep hold until the prisoner is in the Station, to prevent the possibility of escape. When a prisoner is once in custody he is not to be released except by direction of a Magistrate, or on the responsibility of an Officer in charge of a Police Station.
- Resistance to be overcome 3. If a prisoner resists, the Constable is bound to struggle with and overpower him, but not to injure him unnecessarily.
- When and how the billy may be used 4. If the Constable is likely to be overpowered he may draw his billy and use it, taking care to avoid striking anyone on the head; the arms and legs should be aimed at to disable a prisoner, as parts of the frame least likely to suffer serious injury. But these extreme measures are only to be resorted to where all other attempts have failed.
- When handcuffs 5. Prisoners who are very violent, or who are charged with very serious offences are, if necessary, to be handcuffed, to prevent danger or the possibility of escape.
- Remanded prisoners not to be confined in Police Station 6. Prisoners under remand are not to be confined at a Police Station. Should a Magistrate or other person in authority desire a prisoner to be remanded to a Police Station, he is to be informed that the cells are unsuitable for prolonged confinement of prisoners.
- To be made comfortable consistent with safe custody 7. Prisoners are to be made as little uncomfortable as possible, safe keeping and not punishment being the object during the time they are in custody of the Police.
- Not to be taunted 8. No conversation is to be held in the hearing of prisoners, nor is improper language or taunting remarks to be used towards them.

9. Prisoners, if not in an unfit state from drunkenness or other cause, are to be at once taken before the Magistrate, if the Police Court is open, but if not open, then at the earliest subsequent opportunity.

To be brought promptly before a Magistrate

10. Necessary refreshments for prisoners may be purchased out of money taken from them, providing the charge against them does not relate to the money. The amount expended for refreshments is to be entered in the Prisoners' Book; no beer or spirits is to be given to prisoners getting refreshments or admitted into the cells, but only tea or coffee, except in special cases.

When their money may be expended for subsistence

11. A solicitor authorized to act for him is allowed to communicate with a prisoner in custody of the Police, at a Station. Facility as far as practicable is to be given, that the communication may not be overheard by any one; but care is to be taken that the prisoner shall not escape, and, if necessary for that purpose, one of the Police may keep the prisoner in sight during the communication.

Solicitor to have access privately

12. Whenever a person is brought to a Police Station on a charge of felony, the Sergeant on duty is not to suffer any statement in the nature of a confession to be extracted from the person charged, either by the Police or by any other person.

Confessions not to be extracted

13. Prisoners are to be cautioned by Police that any statement they make will be given in evidence against them.

Cautioned against statements

14. Any promise or inducement held out to a prisoner by which he makes a statement to a Constable or other person in authority, or to a person directly injured by the crime, renders the statement inadmissible as evidence against him. Any confes-

Inducements under statements invalid

sion or statement, however, made by the accused to the Constable or other person without such promise or inducement—or to any person not in authority, under such promise or threat—is admissible as evidence against him; but a Constable should not endeavor to lead a prisoner to make statements although it is permitted him to question him. This, however, it is better in general should not be done, but if done the prisoner should be cautioned that any statement made by him may be used in evidence against him.

Facts may
be used

15. Any fact discovered in consequence of information obtained by a promise, threat or inducement, may be given in evidence.

Statements
to be written
down

16. A statement made by a prisoner charged with any serious offence at a Station, is to be accurately written down by the Officer on duty, and reported to the Magistrate who hears the case.

To be
visited
frequently

17. Prisoners are to be visited in the cells at least once every hour, and if drunk, once every half-hour, and in the latter case to be spoken to and aroused on each visit.

When
medical aid
should be
sent for

18. If prisoners are insensible, or appear to be ill or injured in any way, although they do not complain, a medical man is to be sent for immediately. This course relieves the Police of responsibility, and it is to be observed on all such occasions.

To be
transferred
from one
Sergeant to
the other
and
personally
inspected

19. A Sergeant, on commencing his tour of duty in charge of a Police Station, is on each occasion to receive from the Sergeant whom he relieves a statement of the number of persons then confined, and in company they are to visit the cells, and make a personal inspection of each prisoner. The Sergeant for

his own security ought to see that the prisoners are in a proper state when he commences his tour of duty.

Searching.

20. Prisoners charged with felony are to be searched, with a view to discovering evidence bearing upon the charge.

When charged with felony to be searched

21. Persons suspected of making, uttering, or having in their possession counterfeit coin, should be searched immediately at the place where taken into custody, when the circumstances admit of it being done. If the search cannot then be made, precautions are to be taken to prevent the prisoners getting rid of base coin or other evidence of guilt before being brought to the Police Station, and when brought to the Police Station they are to be immediately searched.

When counterfeiters cannot be searched at place of arrest what should be done

22. Persons reasonably suspected of having or conveying in any manner anything stolen or unlawfully obtained may be searched.

Search for stolen property permissible

23. Prisoners insensible from illness, drunkenness, or any other cause, are to be searched, solely for safe custody of their property and its return to them.

Incapable persons may be searched

24. Prisoners who are drunk and riotous, or known or suspected to be dangerous, are to be searched for the purpose of depriving them of arms or weapons by which they might make their escape, or inflict injury on themselves or those about them.

Dangerous weapons may be taken away

25. When prisoners are searched it is to be done so effectually that all instruments or articles of property which they ought not to retain may be taken from them.

Search to be effectual

Unsearched persons to retain their own property 26. When a prisoner is not searched the Officer taking the charge is to leave in his hands any articles of property found in his possession.

Entries to be made of property in charge of Police 27. When prisoners are searched, or deliver their property for safe keeping, every article of value taken from them is to be distinctly entered in the Prisoners' Book and on the charge sheet; the same rule is to be observed when prisoners are searched before their arrival at the Station.

Mode of disposing of prisoners after Court 28. The following order is in future to be adhered to: On the adjournment of the Police Court, the Officer in charge of the Court, after getting the committals, will fall in the prisoners in presence of the escort, and call the roll of them. He will then give directions as to handcuffing them, superintending the same personally. All felons are to be taken personal charge of by Constables, and conveyed from the Station to the Patrol (not in a body, but one by one, or two if handcuffed together), in the personal charge of a Constable. The Officer is to inspect them again when in the van, counting them over, and will himself see them drive off under a proper escort—an escort of sufficient strength—handing over to one of the escort the committals in an envelope.

When a prisoner is to be set at liberty 29. In case of prisoners committed by the Magistrate to prison, if the authorities of the prison refuse to receive the prisoner, he is to be set at liberty, and a report made to the Chief Constable and the Magistrate by whom the prisoner was committed.

PRIZE FIGHTS.

1. Any information respecting an intended prize fight is to be at once communicated to the Chief Constable or other Superior Officer, and all divisions notified.

Chief Constable to be notified

PROPERTY.

1. All articles of property found by the Police, or given to them by the finder, are to be handed to the Officer on duty at the Station, by whom full particulars are to be entered in the Occurrence Book, and the property sent at the earliest convenience to the Store at Headquarters, and an entry made of it in the Unclaimed Property Book, except such articles as from their bulk or other cause cannot be deposited in the Store, which will be under the charge of the chief Officer of the Division until claimed or otherwise disposed of. The Officer in charge of a Station will hand over to the relieving Officer every article of property received by him during his tour of duty and then remaining in his possession, calling his attention specially to articles of apparent value, whether the property of prisoners or otherwise.

When found how treated

2. Unclaimed property found by persons unconnected with the Police and deposited at a Police Station may, after the Chief Constable's authority has been obtained, be delivered up to the finder, on application, at the expiration of six months.

When given up

3. The Police are not to interfere in publishing any reward for the recovery of lost property, nor is a reference to be allowed for the payment of the

Rewards not to be published

reward in such cases to any of the Police Stations; but the Chief Constable may, if he consider it desirable, cause a description of property lost, found, stolen, or supposed to be stolen, to be advertised in the newspapers.

When not to
interfere

4. The Police are not to interfere in any case of dispute as to ownership of property seized under legal process.

Receipts to
be taken

5. A receipt is to be taken for every article of property given up to parties by the Police, whether lost, found, stolen, or taken from prisoners.

PROSTITUTION—HOUSES OF.

Measures
for suppress-
ion to be
taken

1. Inspectors of Divisions will be diligent in enforcing all legal measures for suppressing houses of ill-fame and assignation, and Constables on the beat will be instructed to take note of all such places, reporting the result of their observations to their Superior Officers. Prostitutes cannot legally be taken into custody because they are such. To justify their arrest, they must commit some distinct act which is an offence against the law.

When
prostitutes
may be
arrested

PUBLIC HOUSES.

License law
to be
enforced

1. It is the duty of the Police to see that the several provisions of the Liquor License Laws are enforced within their jurisdiction.

Police
may enter
licensed
premises at
all times

2. A Constable may at all times enter on any licensed premises in the "execution of his duty," or other house, or place of public entertainment, or

into any shop, warehouse, or other place wherein refreshments or liquors are sold, or reputed to be sold, whether under license or not; and any person being therein, or having charge thereof, who refuses, or after due summons fails, to admit such Officer, or Constable, or Inspector into the same, or offers any obstruction to his admission thereto, shall be liable to a penalty of not less than ten dollars nor more than fifty dollars for every such offence."

3. The right of entry into any licensed premises is not to be demanded or acted on, unless the Constable has reasonable grounds for believing that a violation of the law is at the time going on. In general a Constable is not to enter a public house except by the direction of, or in company with his superior Officer.

When right
of entry to
be exercised

4. It is strictly forbidden that the Police, on any occasion when visiting a public house in the execution of duty, should ask for, take, or buy any drink, except in the event of being furnished with meals or refreshments, under the command of an Officer, while engaged on any special duty; and every Constable who procures or receives such refreshment except under the above circumstances will be severely punished.

Not to ask
for or take
liquor on
duty

RIOT ACT.

1. A copy of the Riot Act is here inserted, in order that it may be at hand in the event of being required by a Magistrate. (Riot Act, 27 Geo. III. cap. 15.)

Proclamation.

Form of
Proclama-
tion

Our Sovereign Lord the King chargeth and commandeth all persons being assembled, immediately to disperse themselves, and peaceably to depart to their habitations or to their lawful business, upon the pains contained in this Act, relating to high treason, to tumults and riotous assemblies, and to other offences. God save the King!

SUPREME COURT.

Police to be
punctual

1. A Constable having to attend at the Supreme Court is to parade on the morning of the day on which he is to appear, sufficiently early to enable him to arrive at the Court at the hour at which he is notified to appear, and on each subsequent day so long as the trial lasts, at the hour appointed for the opening of the Court.

Produce all
papers, etc.

2. He is to be prepared to produce in Court all necessary papers or property relating to the case in which he is concerned.

Appear in
uniform

3. The whole of the Police attending the Supreme Court as witnesses, or prosecutors, or on any other duty, are to appear in proper uniform, except those allowed to wear plain clothes. Great-coats are not to be worn in the witness box.

Demeanor,
conduct,
etc., in the
witness box

4. The Police, when giving evidence at Police Courts and Supreme Court are to stand in an upright, respectful manner, speaking calmly and explicitly in a clear, distinct and audible tone, so that the Court and Jury may easily hear them. They are to confine themselves strictly to evidence in the

case before the Court, and be prepared with any notes of the circumstances which they may have made at the time of their occurrence; keeping also constantly in mind the depositions which they signed before the Magistrate, with which their evidence at the trial should exactly agree. They are not to use any low or cant expressions. They are not to refer to any former conviction against the prisoner, unless called on by the Judge or Chairman to do so. When cross-examined by counsel for the prisoner, they are to answer with the same readiness and civility as when giving evidence in support of the charge, remembering that the manner or insinuations of counsel are not to affect them, and that the ends of justice will be best forwarded by their showing a desire simply to tell the whole truth, whether in favor of or against the prisoner.

5. If any question is raised during or after a trial as to the party to whom any property in the hands of the Police should be given up, application is to be made by the Police concerned at once to the Judge or Magistrate, to make an order respecting the disposal of such property. If such order be not made, a full report of the circumstances, with names and account of any person claiming the property, is to be made to the Chief Constable.

Disposal of
property
subject to
order of
Court

6. In all cases of property given up to any person by the direction of the Judge, a receipt enumerating each article is to be taken by the Police,

Receipt to
be taken

and handed to the Officer to whom they report on leaving the Court, that it may be compared with the list of articles in the Property Book.

SIDEWALKS.

Loiterers to
be moved
on

1. The Police shall see that the sidewalks are not obstructed by persons loitering thereon to the inconvenience of other passengers. Whenever three or more persons obstruct the sidewalks, they shall be courteously requested to move on; and if they unreasonably persist in remaining they may be arrested. The Police must use discretion and forbearance in this respect, especially towards strangers and respectable persons who may meet casually and stand talking for a short time.

Discretion
to be used

Goods not
to be an
obstruction

2. Goods and merchandise are not to be exposed for sale in such a way as to obstruct the sidewalk by occupying more than 18 inches thereof. Persons infringing this regulation are to be cautioned and if necessary summoned.

Skating
prohibited

3. Sliding or skating on the sidewalk is forbidden, and is to be prevented as far as possible.

Handcarts,
etc., not
allowed

4. The sidewalks are not to be obstructed by persons wheeling handcarts, barrows, trucks, drawing sleighs, carrying iron bars, rods, etc., especially on crowded thoroughfares.

5. Orange and banana peel lying on the sidewalk should be removed to the gutters as accidents are liable to occur to persons slipping on it. Orange and banana peel to be removed

6. The Police are to notice all cellar flaps, coal plates, trap doors, etc., in the sidewalks, and if insecure the occupant of the premises is to be notified to make same perfectly safe. If this is not promptly done a summons should be applied for. Coal plates, trap doors, etc., to be secure

7. The Police will enforce the provisions of the law relating to the removal of snow, coal, wood, etc., from the sidewalks, and see that the pavements are not injured in doing so by the use of crowbars, etc. Removal of snow and fuel to be insisted on

STREETS.

1. When Constables are posted to a Division, the Officers are to see that they are instructed, and ascertain that they make themselves perfectly acquainted with every street, etc., of the Division. To be known by the Police

2. The Police when off duty are not to walk more than two abreast in crowded thoroughfares, nor to stand or loiter at the corners of streets. Police not to crowd or loiter at corners

3. The attention of the Police is specially directed to keeping the crossings of streets as clear as possible for foot passengers. No carriage or other vehicle is to be allowed to stop or remain on any crossing. Drivers of cabs, etc., refusing to move are to be reported, that they may be summoned. Crossings to be kept clear

SUICIDE.

1. Persons who attempt to commit suicide are to be arrested and charged with the offence. To be arrested and charged

If prisoners to be charged 2. Prisoners who attempt to commit suicide when locked up, are to be charged with so doing by the Officer on duty.

When medical aid is to be called 3. If at the time of the arrest any serious injury has been inflicted, medical aid is to be obtained, or the person is to be conveyed to Hospital, according to the circumstances of the case.

SUMMONSES.

Young Constables to be instructed 1. Young Constables are to be instructed in their duty with regard to the class of cases in which parties should be proceeded against by summons.

Copy and original to be compared 2. A Constable serving a summons or subpoena must in all cases compare the copy with the original, and, if possible, serve the copy on the person named thereon, or if he cannot find him personally, the summons should be left with a grown-up person for him, at his last or most usual place of abode.

How applied for 3. Constables are not to apply for summonses against parties committing offences against the law, except through the Officers of their Divisions.

SUSPECTED PERSONS.

Unfounded imputations not to be made 1. The Police are not to make charges or imputations against the character of any one, unless they have a sufficient knowledge of the persons concerned to justify them in doing so.

Observations in public to be avoided 2. The Police on duty at places of public amusement are to be very careful not to make observations as to persons being suspected characters or associates of thieves and are on no account to impute dishonest conduct or intentions, unless they are quite

satisfied they can, if required, support their opinion by proof.

3. The laws empower the Police to take into custody, without warrant, all loose, idle and disorderly persons whom they shall find disturbing the public peace, or whom there shall be good cause to suspect of having committed, or being about to commit, any felony, or looking about to commit any misdemeanor or breach of the peace, or whom they shall find between sunset and seven o'clock in the morning, lying, or loitering in any highway, yard or other place, and not giving a satisfactory account of themselves.

Persons who may be arrested without a warrant

SWEARING, ETC.

1. The Police will enforce the provisions of the by-law relating to profane swearing, obscene, blasphemous or grossly insulting language, by summoning if necessary persons using the same.

By-laws to be enforced

THEATRES.

1. The Police on duty at theatres are, if required, to assist the manager and his servants in removing any person from a seat or box which has been regularly let to another.

Removal of trespassers in seats

2. Great forbearance is to be shown in not using more force than is necessary, and that no offensive language be used.

To be done with forbearance

3. The person is only to be removed from the seat or box which he wrongfully persists in occupying; he may, however, be removed out of the house

When persons may be ejected

at the desire of the manager, if he makes a disturbance and continues to do so; but he is not to be taken to the Police Station or detained in custody, unless charged with an assault or some offence for which he may be legally apprehended.

When uniform is to be worn, and when plainclothes

4. The Police visiting a theatre on duty are to be in uniform, and if they visit a theatre or other place or public amusement when off duty, they are to wear plain clothes.

Admission to Police

5. The Police are not to endeavor to obtain admission improperly for themselves or others to places of public amusement.

Obstructions not permitted

6. Obstructions in the neighborhood of theatres are not to be permitted.

Precautions against pickpockets

7. Necessary precautions are to be taken at the entrance to prevent and detect pickpockets.

THIEVES.

To be watched by Constable on beat

All persons known or suspected to be thieves seen loitering or acting in a suspicious manner are to be closely watched by Constable on beat, who will note the time the parties were seen in the locality in case any attempt should have been made to commit a crime.

TRAMPS.

See Vagrants.

VAGRANTS.

An Act Respecting Vagrants.

(Assented to 22nd June, 1869.)

Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:—

1. "All idle persons who, not having visible means of maintaining themselves, live without employment; all persons who, being able to work and thereby or by other means to maintain themselves and families, wilfully refuse or neglect to do so; all persons openly exposing or exhibiting in any street, road, public place or highway any indecent exhibition, or openly or indecently exposing their persons; all persons who, without a certificate signed, within six months, by a Priest, Clergyman or Minister of the Gospel, or two Justices of the Peace residing in the municipality where the alms are being asked, that he or she is a deserving object of charity, wander about and beg, or who go about from door to door, or place themselves in the streets, highways, passages or public places to beg or receive alms; all **persons** loitering in the streets or highways and obstructing passengers by standing across the foot-paths or by using insulting language, or in any other way, or tearing down or defacing signs, breaking windows, breaking doors or door plates, or the walls of houses, roads or gardens, destroying fences, causing a disturbance in the streets or highways by screaming, swearing or singing, or being drunk, or **impeding or incommoding peaceable passengers**; all common prostitutes or night walkers wandering in the fields, public streets or highways, lanes or places of public meeting or gathering of people, not giving

Copy of Act
now in force

a satisfactory account of themselves; all keepers of bawdy houses or houses of ill-fame, or houses for the resort of prostitutes, and persons in the habit of frequenting such houses not giving a satisfactory account of themselves; all person who have no peaceable profession or calling to maintain themselves by, but who do for the most part support themselves by gaming or crime, or by the avails of prostitution; shall be deemed vagrants, loose, idle, and disorderly persons within the meaning of this Act, and shall upon conviction before any Stipendiary or Police Magistrate, Mayor or Warden, or any two Justices of the Peace, be deemed guilty of a misdemeanor and be punished by imprisonment in any jail or place of confinement other than the Penitentiary, for a term not exceeding six months and with or without hard labour, or by a fine not exceeding **fifty dollars**, or by both, such fine and imprisonment being in the discretion of the convicting Magistrate or Justices."

2. "Any Stipendiary or Police Magistrate, Mayor or Warden, or any two Justices of the Peace upon information before them made, that any person hereinbefore described as vagrants, loose, idle and disorderly persons, are or are reasonably suspected to be harboured or concealed in any bawdy house, house of ill-fame, tavern or boarding house, may by warrant authorize any Constable or other person to enter at any time such house or tavern, and to apprehend and bring before them, or any other Justices, all persons found therein so suspected as aforesaid. (See Amendment to this Act, 37 Vic. cap. 43; also By-law No. 478, "Drunken Persons, Prostitutes," etc.)."

3. Vagrants in a destitute condition applying for shelter at a Police Station especially during the winter season are to be given accommodation if available, or sent to the House of Industry when it is open.

When destitute how treated

VELOCIPEDES.

See **Bicycles.**

VEHICLES.

1. The Police will pay close attention to the vehicular traffic in the streets, particularly on the crowded thoroughfares, and will intervene to prevent any obstruction thereto.

Not to obstruct traffic

2. All persons in charge of horses will be required to conform to the "rule of the road," i.e., keep to right when meeting, or pass to the left when overtaking another.

Conform to "rule of road"

3. The City by-laws governing the regulation of street traffic prohibit:—

Prohibitions under by-law

(1) Immoderate driving or riding;

(2) Riding or driving on or over sidewalks or boulevards;

(3) Leaving horses unsecured or fastened to shade trees;

(4) Riding or driving without sufficiently strong reins and bridles;

(5) Riding or driving in such a way as to impede the free passage of others either meeting or overtaking them;

(6) The training of horses in the streets.

- To be drawn close to curb** 4. The Police will see that vehicles are drawn close up to and parallel with the curb, and not allowed to project unnecessarily across the street to obstruct it.

WARRANTS.

- To execute or be present in person** 1. The Constable must execute the warrant himself, or when he calls for assistance, must be actually present at its execution. Upon such occasions he should state his authority, if it be not known. If required, he should show his warrant, but he should never part with it, as he may want it afterwards for his own justification.

- Forcible entry with search warrant permissible** 2. In executing a search warrant for the recovery of stolen goods, the Constable may (between sunrise and sunset), if necessary, break into any house mentioned in the warrant, which shall not be opened on due notice; when the warrant so directs, he must also take into custody the person in whose possession the property is found; and to prevent mistakes, the owner of the goods ought to attend at the search to identify them.

- To be closely examined before execution** 3. Officers on duty should examine all warrants given to them for execution, and should any be found deficient of the office or either requisite seal, they are to bring them to the office from which they were issued, or to the Magistrate who issued them, and have the defects remedied. Constables on being entrusted with a warrant for execution will insert in the Warrant Book the particulars of the execution, as follows:—

- Entry to be made in Warrant Book** "Received warrant against.....at.....
o'clock, charge of.....,executed by me at.....
o'clock, and returned to Inspector or Sergeant at
.....o'clock."

4. All these entries are to be made in the Constable's own handwriting. The Officer on duty will enter in the Morning Report whether any and what warrants have been executed and by what Constable, and append said warrant or warrants to the Morning Report, so that they may be returned forthwith to the Clerk in the Police Office, who is directed to keep them safe.

5. In case of warrants of distress being executed, the Police are to receive the amounts and hand over the same to the proper Officer with as little delay as possible.

And in
Morning
Report

Proceeds
of distress
warrant to
be handed
over

6. If executed by a seizure and sale of goods, the Officer holding the warrant is to obtain the amount from the broker, and forthwith pay it to the Clerk appointed to receive it.

And after
seizure

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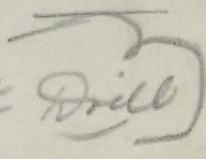
Police on duty all times

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Ref Revolver Page 44.

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not to be taken home.

Page 65, Ref 
(Attendance at Drill)

W. Egger

City Police
